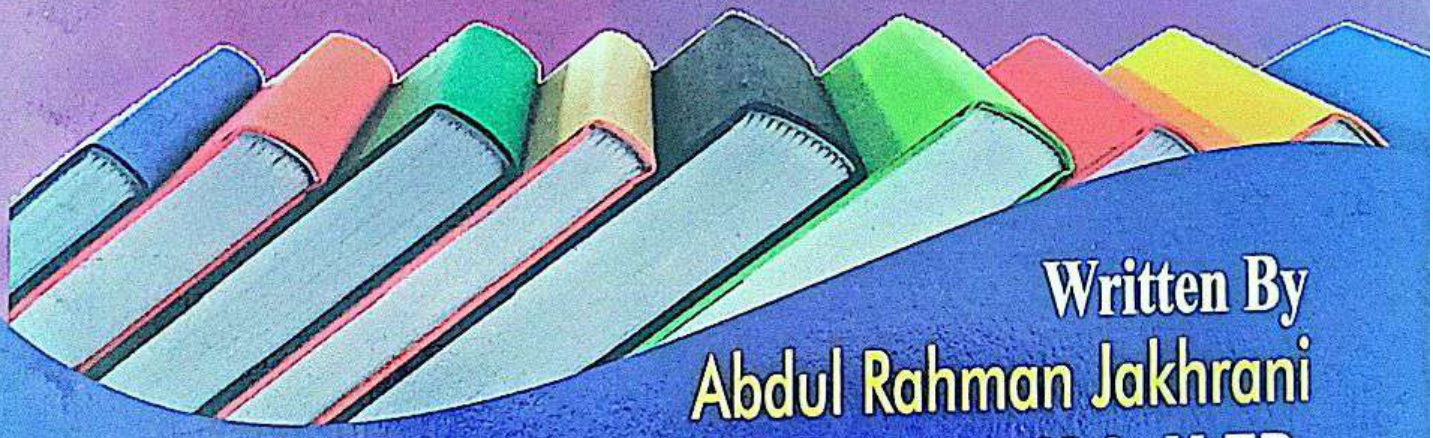
GLUSTER PART 2

Active & Passive Voice With Titanic Points



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M.A, M.ED.

خير الناس من ينفع الناس

اوهان مان سڀ انسان اُهو آهي
جنهن مان بين کي فائدو پهچي.

"حقيقت"

نہ کجهہ وٺي ويندا سون، نہ کجهہ کٹي ويندا سون،
پُور آهيون، ڏيئي ميوو، چٹي ويندا سون.

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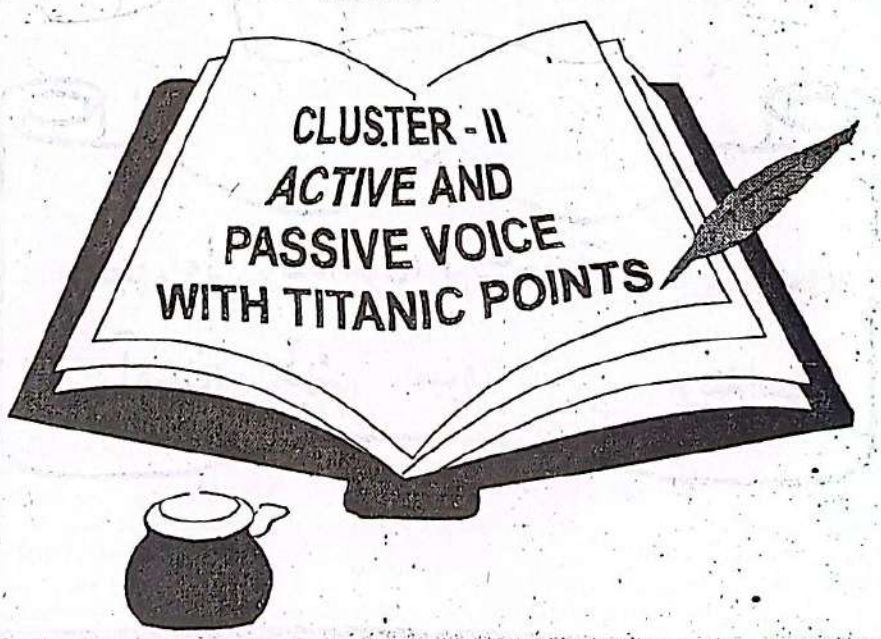

بسم الله الرحمن الرحيم

DEDICATION

I dedicate this book to my beloved "MOTHER" who brought me up with love, care and patience, inspite of my physical irregularities. Her lap was really the first learning place for me, who created in me a sense of self confidence as a writer of two books (May her soul be rested in the Heaven, Ameen).

and

To my honourable elders, respectable teachers, dear friends and loving students.

Abdul - Rahman - Jakhrani
M.A, M.Ed:

PREFACE

All praise be to "Allah Alone" who enabled me to write an other the largest book of the world in the field of English Grammar on "The Voice" after the giant success of my first book ***"Cluster of 36 Tenses with sentence Patterns".***

It is reality that I am a teacher of little capability but my courage and public co-operation made me to do this heavy task.

It is fact that this book is a product of my long learning and teaching experience in English. All the latest findings in my research have been incorporated in it.

This book consists of five parts, introduction of the voice, tenses, titanic points, forms of verb and other attractive patterns.

I hope, this book will help the students, teachers as well as other persons to improve vocabulary, Speaking and writing skill, because in this, every thing is explained with the help of introductions, diagrams, tables, formulas, Proofs, attractive examples and exercises with

papers.

In the last, specially thanks for co-operation and encouraging to "Mr. Din Muhammad Suheryani (A.D.E.O Kandhkot)", "Mr. Abdul Shakoor Soomro (Sc: Tr:) and other my honourable teachers, dear students and faithful friends.

Finally, I am grateful with the core of heart to "Mr. Gul Hassan Bhayo" the author of "Ideal English Grammar" who encouraged me with open arms to do this work and guided me in its preparation.

Any suggestion from the readers for further improvements will be gratefully accepted.

Please, write C/o Govt: Mehran High School Kandhkot, P.O Kandhkot, Distt: Jacobabad.

August 2003

Abdul - Rahman - Jakhrani

M.A, M.Ed:

COMMENTS

Mr. Abdul Rahman Jakhrani is known as a very competent teacher in our region. His services in the field of education are highly commendable and Praise worthy. He received very encouraging response from the learners for his first book on "Tenses".

This book on "Voice" also shows his skill and command over English Language. The book contains vast knowledge about the subject matter. It is meant to serve as stepping stone to the basic learners, on the relevant topic. The Language of the book is simple, accurate and easy to understand. Each point is followed with suitable examples. Diagrams have been drawn for clear representation of the structure of different sentences.

Finally, I congratulate the author for presenting such a valuable work and hopeful that the new learners will find it very useful.

Gul Hassan Bhayo

(Author of Ideal English Grammar)

REMARKS

We congratulate to Mr. Abdul Rahman Jakhrani for producing such a magnificent book on English Language. It explains each and every thing about "Voice" in simple English with the help of suitable examples and neat diagrams. Its subject matter has been arranged systematically and exercises have been graded carefully.

On the one hand, the book will enhance vocabulary of the learners and on the other hand, it will provide essential information about the relevant topic.

We hope that the book will serve the purpose for which it has been written and will meet the requirements of the learners. In the end, we wish the author all the best in future.

Muhammad Pinyal Shaikh
General Secretary
GSTA Taluka Kandhkot
and
Hafiz Sultan Ahmed Channa
Science Teacher G.H.S Mehran
Kandhkot

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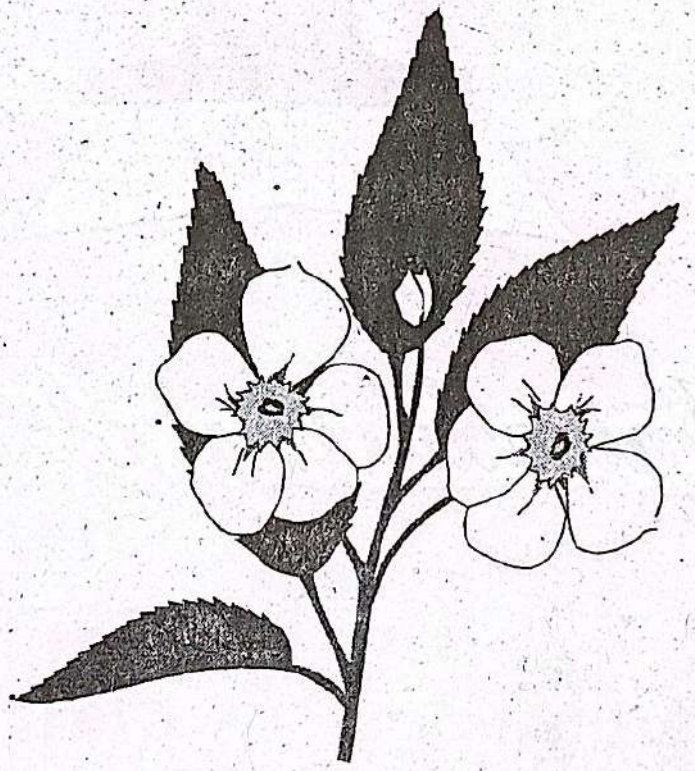


CHAPTER 1

Introduction of the VOICE

THE VOICE صيغو

Voice is the form of verb which shows whether the subject does something or something is done to it.

صيغو (Voice) فعل (Verb) جي اُها صورت آهي، جيڪا ڏيکاري تي ته فاعل (Subject) ڪجهه پاڻ ڪري ٿو يا ڪجهه انهيءَ کان ڪرايو وڃي ٿو.

KINDS OF VOICE

There are two voices in English. انگريزي ۾ ٻه صيغا آهن.

(1) Active Voice صيغو معروف

(2) Passive Voice صيغو مجهول

THE ACTIVE VOICE صيغو معروف

A verb is in the Active voice, when its subject does something on the object.

انهي فعل (Verb) کي صيغي معروف (Active Voice) ۾ چيو ويندو آهي، جڏهن انهي جو فاعل (Subject) ڪجهه پاڻ مفعول (Object) تي ڪري ٿو.

Example: I pluck a flower.

THE PASSIVE VOICE صيغو مجهول

A verb is in the Passive voice, When something is done to its subject.

انهيءَ فعل (Verb) کي صيغي مجهول (Passive Voice) ۾ چيو وڃي ٿو، جڏهن کجهه انهي جي فاعل (Subject) کان ڪرايو وڃي ٿو.

RULES FOR CHANGING ACTIVE VOICE INTO PASSIVE VOICE

صيغي معروف (Active Voice) کي صيغي مجهول (Passive Voice) ۾ تبديل ڪرڻ جا اصول

POINT (1):- "Transitive Verb" and "Intransitive Verb" are also the two main kinds of verb. If a sentence is in the intransitive verb then it can not be changed from Active into Passive Voice, because it has no object.

نوٽ (1): فعل متعدي (Transitive Verb) ۽ فعل لازمي (Intransitive Verb) پڻ فعل (Verb) جا مکيه ٻه قسم آهن. جيڪڏهن جملو فعل لازمي (Intransitive Verb) ۾ آهي تہ پوءِ انهيءَ کي صيغي معروف (Active Voice) مان صيغي مجهول (Passive Voice) ۾ تبديل ڪري نٿو سگهجي، چاکاڻ تہ انهيءَ کي مفعول (Object) نہ هوندو آهي.

POINT (2): Those tenses, in which "Be" or "Been" is used as a helping verb, they can not be changed from Active into Passive voice.

نوٽ (2) اهڙا زمان، جنهن ۾ "Be" يا "Been" بحيثيت مددگار فعل (Helping verb) جي استعمال ڪيو وڃي ٿو، اهي صيغي معروف

(Active Voice) کان صيغي مجهول (Passive Voice) ۾ تبديل ٿي نه سگهن تا.

PROOF:

1. Future Continuous Tense زمان مستقبل استمراري

Example: I shall <u>be</u> plucking a flower.

2. Present Perfect Continuous Tense زمان حال کامل استمراري

Example: I have <u>been</u> plucking a flower.

3. Past Perfect Continuous Tense زمان ماضي بعيد استمراري

Example: I had <u>been</u> plucking a flower.

4. Future Perfect Continous Tense زمان مستقبل کامل استمراري

Example: I shall have <u>been</u> plucking a flower.

5. Present Dubious Tense زمان حال متشکي

Example: I may <u>be</u> plucking a flower.

6. Past Dubious Continuous Tense زمان ماضي متشکي استمراري

Example: I might have <u>been</u> plucking a flower.

نوٽ: مٿين زمانن (Tenses) کي صيغي معروف (Active Voice) مان صيغي مجهول (Passive Voice) ۾ تبديل ڪري نه ٿوسگهجي، ڇاڪاڻ ته انهن ۾ "Be" يا "Been" مددگار فعل (Helping Verb) جي حيثيت سان استعمال ٿيل آهي.

POINT (3): If a sentence is in the "Transitive Verb" then it can be changed from Active into Passive Voice, because it has the object.

نوٽ (3): جيڪڏهن ڪو جملو فعل متعدي (Transitive Verb) ۾ آهي

ته پوءِ اهو صيغي معروف (Active Voice) کان صيغي مجهول (Passive Voice) ۾ تبديل ٿي سگهي ٿو، جاکان ته انهي کي پنهنجو مفعول (Object) آهي.

Example: Ahmed plucks a flower.
Verb Object

وضاحت: مٿين جملي ۾ فعل "pluck" کي پنهنجو مفعول "a flower" آهي، تنهن کري انهي کي صيغي معروف (Active Voice) مان صيغي مجهول (Passive Voice) ۾ تبديل کري سگهجي ٿو.

ياد رکو: ته انهي فعل متعدي (Transitive Verb) کي صيغي مجهول (Passive Voice) ۾ تبديل کري نه ٿو سگهجي جنهن جي صيغي معروف (Active Voice) ۾ "Be" يا "Been" استعمال ٿيل هجي. جنهن جو ذکر اسان مٿي نوٽ نمبر (2) ۾ کري آيا آهيون.

POINT (4): A sentence can be separated into subject, verb and object.

نوٽ (4) هڪ جملو (Sentence) فاعل (Subject)، فعل (Verb) ۽ مفعول (Object) ۾ علحده ٿي سگهي ٿو.

PROOF:

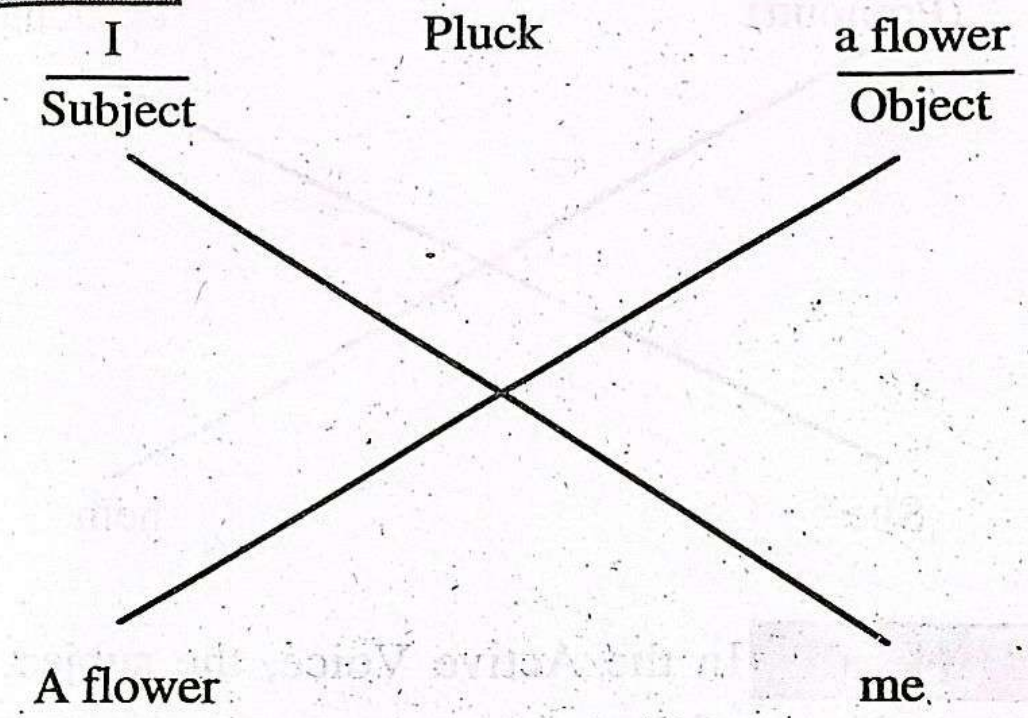
Subject	+	Verb	+	Object
I	+	Pluck	+	a flower

POINT (5): For changing the Active voice into Passive voice, convert the subject into object and object into subject.

نوٽ (5): صيغي معروف (Active Voice) کي صيغي مجهول

(Passive Voice) ۾ تبديل ڪرڻ لاءِ فاعل (Subject) کي مفعول (Object) ۾ ۽ مفعول (Object) کي فاعل (Subject) ۾ تبديل ڪريو.

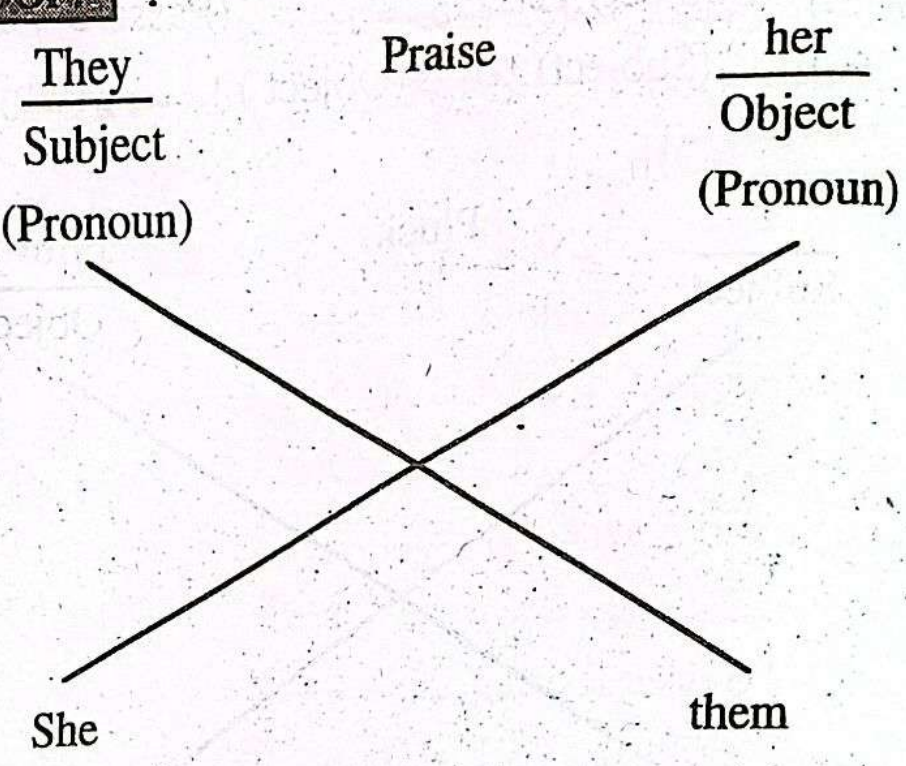
PROOF:-



POINT (6): In the Active voice, if the subject and object both are pronouns, then for making passive voice both pronouns change their places and also cases.

نوٽ (6): صيغي معروف (Active Voice) ۾، جيڪڏهن فاعل (Subject) ۽ مفعول (Object) ٻئي ضمير آهن تہ پوءِ صيغو مجهول (Passive Voice) ٺاهڻ لاءِ ٻئي ضمير پنهنجون جڳهون تبديل ڪرڻ سان گڏوگڏ پنهنجون حالتون بہ تبديل ڪندا.

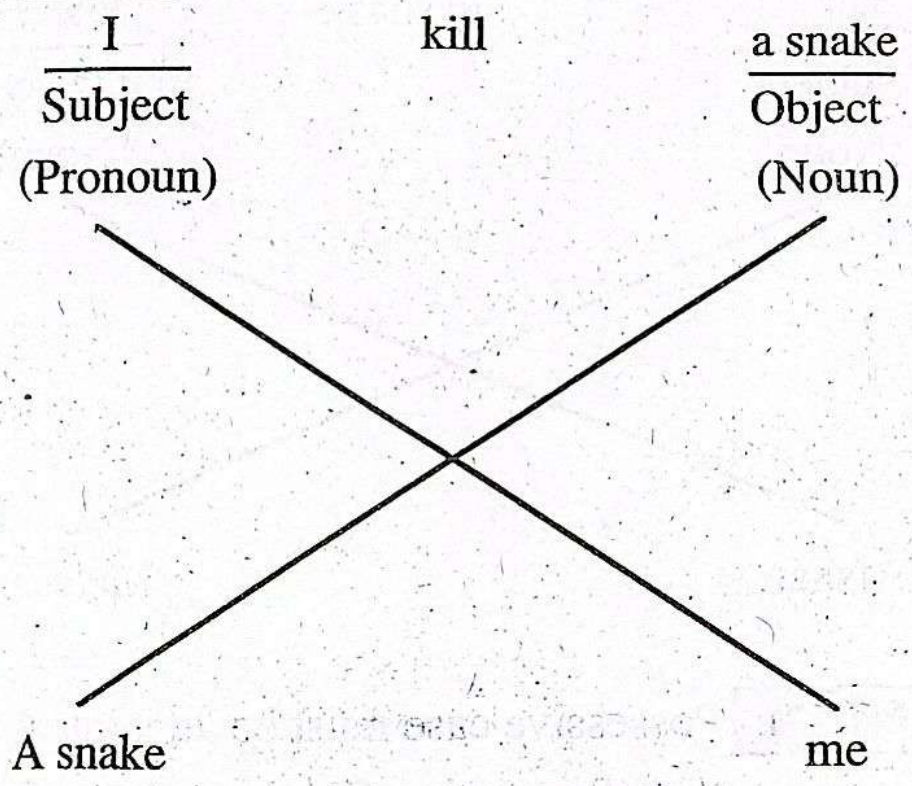
PROOF:-



POINT (7):- In the Active Voice, the subject or object, if one of them is the pronoun and second is the noun. For changing into the passive voice, pronoun changes its place as well as the case, but the noun only changes its place but does not case.

نوٽ (7) صيغي معروف (Active Voice) ۾ جيڪڏهن فاعل (Subject) يا مفعول (Object)، جيڪڏهن انهن مان هڪ ضمير (Pronoun) آهي ۽ ٻيو اسم (Noun) آهي. صيغي مجهول (Passive Voice) ۾ تبديل ڪرڻ لاءِ ضمير (Pronoun) پنهنجي جڳهه تبديل ڪري ٿو ۽ ساڳئي نمونو پنهنجي حالت به تبديل ڪري ٿو، پر اسم (Noun) فقط پنهنجي جڳهه تبديل ڪري ٿو پر حالت تبديل نه ڪري ٿو.

PROOF:-

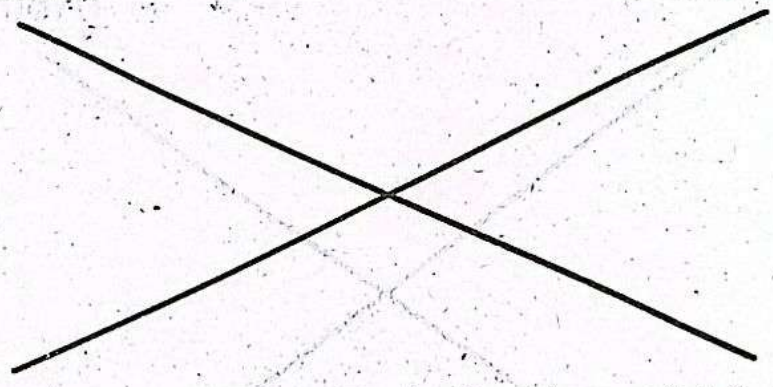


POINT (8): In the Active voice, if the subject and object both are nouns, then for changing into Passive Voice both change their places but do not cases.

نوٽ (8): صيغي معروف (Active Voice) ۾، جيڪڏهن ٻئي فاعل (Subject) ۽ مفعول (Object) ٻئي اسم (Nouns) آهن، تہ پوءِ صيغي مجهول (Passive Voice) ۾ تبديل ڪرڻ لاءِ ٻئي پنهنجون جڳهون تبديل ڪن ٿا پر حالتون تبديل نہ ڪن ٿا.

PROOF:

Maleeha (Subject / Noun) punishes Afshan (Object / Noun)



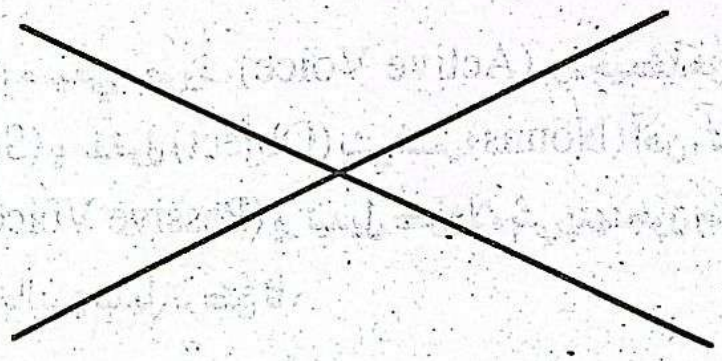
Afshan Maleeha

POINT (9):- Possessive case must be kept intact.

نوٹ (9): حالت اضافت (Possessive Case) کي لازمي طور تي جيئن آهي تيئن رکو.

PROOF:

He beats my brother (Possessive Case)



My brother

POINT (10): The possessive case lonely does not become subject or object. It adds the front word and becomes the subject or object itself.

نوٽ (10): حالت اضافت (Possessive Case) اڪيلي نہ فاعل (Subject) هوندي آهي ۽ نہ مفعول (Object). هي پاڻ سان اڳيون لفظ ملائي خود فاعل (Subject) ۽ خود مفعول (Object) ٿئي ٿي.

PROOF:-

(1) I Love <u>my son</u>. (Active)
Object
My son is loved by me. (Passive)

(2) <u>My son</u> loves me. (Active)
Subject
I am loved by my son. (Passive)

POINT (11): In the passive voice, main verb must be changed into third form (Past Participle).

نوٽ (11): صيغي مجهول (Passive Voice) ۾ فعل (Verb) کي لازمي طور تي ٽئين صورت (اسم مفعول) ۾ تبديل ڪيو ويندو آهي.

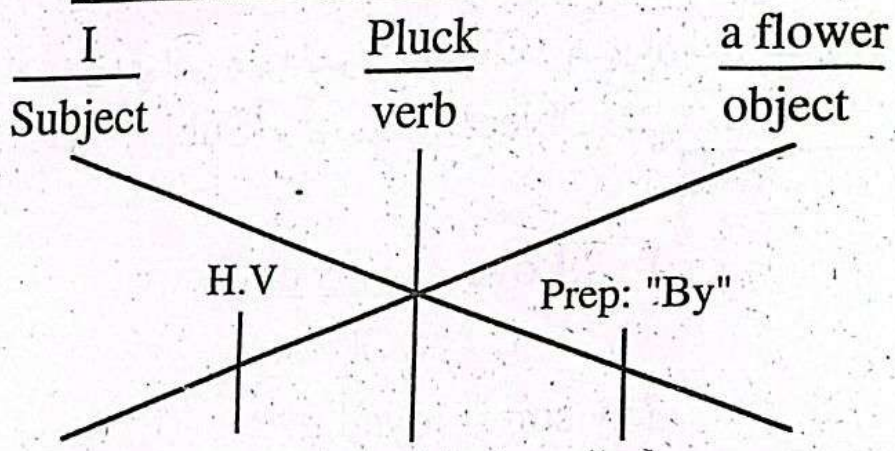
POINT (12): For making Passive voice, helping verb is used according to the tense.

نوٽ (12): صيغي مجهول (Passive Voice) ٺاهڻ جي لاءِ، زمان جي مطابق مدد گار فعل (Helping Verb) استعمال ڪيو ويندو آهي.

POINT (13): In the passive voice, Preposition "By" is placed before the object (agent).

نوٽ (13) صيغي مجهول (Passive Voice) ۾ مفعول (Object) جيڪو بحيثيت "Agent" (جنهن کان ڪم ڪرايو وڃي) جي اڳيان حرف جر (Preposition) "By" رکيو ويندو آهي.

LOOK AT THE DIAGRAM



POINT (14): The following subjects will be changed into objects as under.

نوٽ (14) : هيٺيان فاعل (Subjects) هيٺ ڏنل مفعولن (Objects) ۾ تبديل ٿي ويندا.

Subjective Case حالت فاعلي	Into	Objective Case حالت مفعولي
I	Into	Me
We	Into	Us
You	Into	You
He	Into	Him
She	Into	Her
It	Into	It
They	Into	Them

PERSONAL PRONOUNS ضمیر خالص

Person	Number	Gender	Subjective Case	Objective Case	Possessive Case	
1st	Singular	Common	I	Me	My	Mine
	Plural	Common	We	Us	Our	Ours
2nd	Singular	Common	You	You	Your	Yours
	Plural	Common	You	You	Your	Yours
3rd	Singular	Masculine	He	Him	His	His
	Singular	Feminine	She	Her	Her	Hers
	Singular	Neuter	It	It	Its	Its
	Plural	Common	They	Them	Their	Theirs

CHAPTER 2

ACTIVE AND PASSIVE VOICE

PRESENT INDEFINITE TENSE
زمان حال مطلق

INTRODUCTION:-

Such a form of verb which shows that the subject does some work in present time that is called **"Present Indefinite Tense"**.

تعارف: فعل (Verb) جي اهڙي صورت جيڪا ظاهر ڪري تہ فاعل (Subject) ڪو ڪم هلندڙ وقت ۾ ڪري ٿو، تہ اهڙي فعل کي "زمان حال مطلق" چئبو آهي.

Examples:

(1) I play Cricket. مان ڪرڪيٽ کيڏان ٿو.

(2) He sings a song. هو هڪ گيت ڳائي ٿو.

(3) Does she not make a doll? ڇا هوءَ هڪ گڏي نہ ٺاهي ٿي؟

MAIN POINTS

Point (1): First form of the verb is used in this tense.

نوٽ (1) هن زمان (Tense) ۾ فعل (Verb) جي پهرين صورت (First Form) استعمال ڪئي ويندي آهي.

Point (2): In case of Positive sentence, if the subject of the sentence is third person singular (i-e He, She, It) or singular noun then we add "s" or "es" in the end of the verb.

نوٽ (2): هاڪاري جملي جي صورت ۾ جيڪڏهن جملي جو فاعل (Subject) ضمير غائب واحد يعني (He, She, It) يا واحد اسم آهي تہ پوءِ فعل (Verb) جي پڇاڙي ۾ "s" يا "es" ملائيندا سين.

Point (3): "Do" and "Does" are the helping verbs of this tense.

نوٽ (3): "Do" يا "Does" هن زمان جا مددگار فعل (Helping Verbs) آهن.

RULES FOR CHANGING THE VOICE OF THIS TENSE.

هن زمان جي صيغي جي تبديل ڪرڻ جا اصول

FROM ACTIVE INTO PASSIVE VOICE

I pluck a flower. (Active)

Point (1): "Is", "Am" or "Are" is used as helping verb before the third form (Past Participle).

نوٽ (1): "Is"، "Am" يا "Are" اسم مفعول (Past Participle) جي اڳيان مددگار فعل (Helping Verb) جي حيثيت سان استعمال ڪيو وڃي ٿو.

PROOF:-

A flower <u>is</u> <u>plucked</u> by me. (Passive)
H.V M.V- III

Point (2): In negative sentences "do" or "does" is replaced into "Is", "Am" or "Are" and "not" is used after it.

نوٹ (2): ناکاري جملن ۾ "Do" يا "Does" کي "Is", "Am" يا "Are" ۾ تبديل کيو وڃي ٿو ۽ "not" انجي پٺيان استعمال کيو وڃي ٿو.

PROOF:-

I do not pluck a flower. (Active)

A flower is not plucked by me. (Passive).

Point (3): In interrogative sentences "Is", "Am" or "Are" is used before the subject in the place of "Do" or "Does".

نوٹ (3): سوالي جملن (Interrogative Sentences) ۾ "Do" يا "Does" جي جڳهه تي "Is", "Am" يا "Are" کي فاعل (Subject) کان اڳ ۾ استعمال کيو وڃي ٿو.

PROOF:

Does she pluck flowers? (Active)

Are flowers plucked by her? (Passive)

Point (4): In Interrogative & Negative Sentences "Is", "Am" or "Are" is used before the subject in the place of "Do" or "Does" and "Not" is used after the subject.

نوٹ (4): سوالي ناکاري جملن ۾ "Do" يا "Does" جي جاءِ تي "Is"، "Am" يا "Are" کي فاعل (Subject) کان اڳ استعمال کيو وڃي ٿو ۽ "Not" کي فاعل (Subject) کان پوءِ استعمال کيو وڃي ٿو.

PROOF:

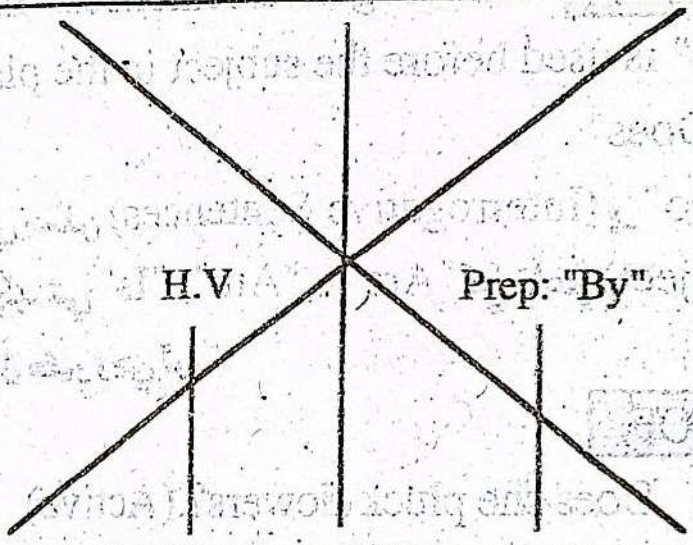
Do you not pluck flowers? (Active).

Are flowers not plucked by you? (Passive).

DIAGRAM

Sample: I pluck a flower. مان هڪ گل پٽيان ٿو.

Voice	Subject	M. Verb - I	Object
Active	I	Pluck	a flower.



Passive	A flower	is	plucked	by	me

A flower is plucked by me. هڪ گل مون کان پٽيو وڃي ٿو.

FORMULA

Active: Subject + M. Verb - I + Object

Passive: Subject + is / am / are + M.V-III + by + object.

TABLE

ACTIVE VOICE	PASSIVE VOICE
1- I cut an apple.	1- An apple is cut by me.
2- We select eggs.	2- Eggs are selected by us.
3- He does not punish me.	3- I am not punished by him.
4- Do they play cricket?	4- Is cricket played by them?
5- Does she not cook meal?	5- Is meal not cooked by her?

EXERCISE (1): Put into the Passive Voice.

1- A fisherman catches fish.
2- They cross the road easily.
3- Do you ride bicycle on the road?
4- Waheed buys books for the examination.
5- He does not send a telegram to his father.
6- Does she not sew clothes?
7- Do we make toys for the children?
8- Aisha Purchases shoes from the shop.
9- Engineer constructs the road immediately.
10- Do students take examination?
11- My mother keeps fruit in the freezer.
12- Rabia does not prepare the meal for the children.
13- Does Head Master give prizes to the students?
14- The farmer does not cultivate wheat in the field.

15- The thief steals the articles from the home.

FROM PASSIVE INTO ACTIVE VOICE

Point (1): For changing this tense from Passive into Active voice, "Is", "Am" or "Are" is omitted.

نوٽ (1): هن زمان کي صيغي مجهول (Passive Voice) مان صيغي معروف (Active Voice) ۾ تبديل ڪرڻ لاءِ "Is"، "Am" يا "Are" کي ختم ڪيو ويندو آهي.

Point (2): Third form (Past Participle) is changed into first form.

نوٽ (2): فعل جي تئين صورت (اسم مفعول) کي فعل جي پهرين صورت (First form) ۾ تبديل ڪيو ويندو آهي.

Point (3): In interrogative, negative or interrogative and Negative sentences "do" or "does" is used in the place of "is", "am" or "are" according to the subject of the sentences.

نوٽ (3): سوالي، ناڪاري يا سوالي ناڪاري جملن ۾ "Do" يا "Does" کي "Is"، "Am" يا "Are" جي جڳهه تي جملي جي فاعل جي مطابق استعمال ڪيو ويندو آهي.

Point (4): Preposition "By" is dropped.

نوٽ (4): حرف جر "by" کي ختم ڪيو ويندو آهي.

Point (5): Bring the subject and object to their actual places.

نوٽ (5): فاعل (Subject) ۽ مفعول (Object) کي پنهنجي اصلي جڳهن

تي آئيو۔

TABLE

PASSIVE VOICE	ACTIVE VOICE
1- Fish is cooked by her.	1- She cooks fish.
2- I am beaten by them.	2- They beat me.
3- Apples are not bought by you.	3- You do not buy apples.
4- Is a snake killed by him?	4- Does he kill a snake?
5- Are toys not broken by Child"	5- Does child not break toys?

EXERCISE NO (2) Put into the Active Voice.

1- The pen is bought by me.
2- Eggs are boiled by her for the children.
3- Fatima is punished by the teacher.
4- A song is not sung by Zubeda at the stage.
5- Is the motor car not auctioned by Riaz?
6- Many books are printed by the printer in the press.
7- Mangoes are not sent to Lahore by the traders.
8- Is the English news paper read by the student?
9- Is the village not decorated by the villagers?
10- The work is finished by her quickly.
11- Is the dog chained by the master at night?
12- Cold water is not drunk by Zainab.
13- The plant is not planted by the gardener in garden.

14-.A lie is not told by the thief in the court.

15- Things are sold at high prices by the shopkeeper.

EXERCISE NO (3):

Change from one voice into other.

1- The teacher allows me to do work.

2- He is admitted by the Principal in this college.

3- Is the computer training given here by the instructor?

4- They buy rice at whole sale rate.

5- Do students respect all the teachers?

6- Medicines are not given by the doctor.

7- Do they occupy that house?

8- Invitation card is sent by Aisha to me.

9- They play the match in the ground.

10- The roll is not called by the teacher in the class.

11- Is your message conveyed by him immediately?

12- Fatima does not light the lamp in the room.

13- He does not postpone the meeting.

14- The drama is watched by the children.

15- I am prayed by them.

TRANSLATION

NOTE: For translating this tense according to passive voice, rules are same as stated in the beginning of this tense.

نوٽ: هن زمان جي صيغي مجهول (Passive Voice) جي مطابق ترجمي ڪرڻ لاءِ قاعدا ساڳيا آهن، جيڪي هن زمان جي شروعات ۾ بيان ڪيا ويا آهن.

EXAMPLES:

1- A flower is plucked. گل پٽيو وڃي ٿو.

2- A flower is not plucked. گل نہ پٽيو وڃي ٿو.

3- Is a flower plucked? ڇا گل پٽيو وڃي ٿو؟

4- Is a flower not plucked? ڇا گل نہ پٽيو وڃي ٿو؟

EXERCISE NO (4):

Translate into English. انگريزيءَ ۾ ترجمو ڪريو.

(1) خط لکيو وڃي ٿو. (2) هڪ ڪتاب پڙهيو وڃي ٿو.

(3) ڇا ڪرڪيٽ کيڏي وڃي ٿي؟ (4) هڪ پين نہ خريد ڪئي وڃي ٿي.

(5) ڇانهن باغ ۾ پيتي وڃي ٿي. (6) ڇا اسٽيج تي گيت ڳايو وڃي ٿو؟

(7) لغڑ نہ اڏاريو وڃي ٿو. (8) ڇا دروازو کڑڪايو وڃي ٿو؟

(9) کوڙ نہ ڳالهايو وڃي ٹو. (10) راند ميدان ۾ کيڏي وڃي ٿي.

LOOK
CHAPTER NO: (2)
is continued on Page No: (36)

CHAPTER 3

SOME TITANIC POINTS

About Voice

Not For Kids

POINT (1): In the Active Voice, if the subject is inanimate, then for making the Passive Voice preposition "With" is used instead of preposition "By".

نوٽ (1): صيغي معروف (Active Voice) ۾ جيڪڏهن فاعل (Subject) بي جان آهي تہ پوءِ صيغي مجهول (Passive Voice) ٺاهڻ لاءِ حرف جر "By" جي بدران حرف جر "With" استعمال ڪيو ويندو آهي.

PROOF:-

1- Snow covers the house (Active).
The house is covered with snow. (Passive).

2- Her beauty pleases me. (Active).
I am pleased with her beauty. (Passive).

3- Earth - quake destroys the city. (Active).
The city is destroyed with earth-quake. (Passive).

POINT (2): "Know" and "Marry" are two words in English vocabulary, when they come in Active voice then preposition "To" is used instead of preposition "By" to change into Passive Voice.

نوٽ (2): "Know" ۽ "Marry" انگريزي لغت ۾ به لفظ آهن، جڏهن اهي صيغي معروف (Active Voice) ۾ اچن ٿا تہ پوءِ صيغي مجهول (Passive Voice) ۾ تبديل ڪرڻ لاءِ حرف جر "By" جي بدران حرف جر "To" استعمال ڪيو ويندو آهي.

KNOW جاڻڻ

PROOF:-

1- I know him well. (Active)

He is known to me well. (Passive).

2- You know this before. (Active)

This is known to you before. (Passive).

MARRY شادي ڪرڻ

PROOF:-

I marry Rani. (Active)

Rani is married to me. (Passive).

POINT (3): The following few verbs, if they come in the Active Voice, while changing into passive voice preposition "At" or "In" is used in the place of preposition "By".

نوٽ (3): هيٺيان ڪجهه فعل، جيڪڏهن اهي صيغي معروف (Active Voice) ۾ اچن ٿا، صيغي مجهول (Passive Voice) ۾ تبديل ڪندي، حرف جر "By" جي بدران حرف جر "At" يا "In" استعمال ڪيو ويندو آهي.

PROOF:-

Astonish	=	at	Displease	=	at
Annoy	=	at	Grind	=	in
Agitate	=	at	Interest	=	in
Amaze	=	at	Rejoice	=	at
Alarm	=	at	Surprise	=	at
Contain	=	in	Vex	=	at
Disappoint	=	at			

USAGE:-

1- This book interests me. (Active).

I am interested in this book. (Passive)

2- Her decision surprises me. (Active)

I am surprised at her decision. (Passive).

POINT (4):- When a transitive verb has two objects, either the "Direct Object" (usually a thing) or the "Indirect object" (usually a person) is made the subject of the sentence in the passive voice.

نوٽ (4) : جڏهن فعل متعدي (Transitive Verb) کي به مفعول هوندا آهن، ته انهن مان هڪ يعني سڌي مفعول (جيڪو عام طور تي بي جان هوندو آهي) يا اڻ سڌو مفعول (جيڪو عام طور تي ساهوارو هوندو آهي) کي صيغي مجهول (Passive Voice) ۾ جملي جو فاعل (Subject) بڻايو ويندو آهي.

PROOF:-

I teach him (Indirect Object) Maths. (Direct Object) (Active)

He is taught Maths by me. (passive)

OR

Maths is taught to him by me. (Passive).

NOTE: But remember, the indirect object usually becomes the subject of the Passive Voice.

نوٽ: پر ياد رکو ته عام طرح اڻ سڌو مفعول (Indirect Object) صيغي مجهول (Passive Voice) جو فاعل (Subject) ٿيندو آهي.

PROOF:

They make him general (Active)
Indirect
Objecte

He is made general by them. (Passive).

NOTE: Be careful, if you want to make the "direct object" the subject of the Passive Voice, then preposition "To" is placed before the indirect object.

نوٽ: احتياط ڪريو، جيڪڏهن توهان سڌي مفعول (Direct Object) کي صيغي مجهول (Passive Voice) جو فاعل (Subject) بڻائيندو ته پوءِ اڻ سڌي مفعول (Indirect Object) جي اڳيان حرف جر "To" رکيو ويندو آهي.

PROOF:

He sends me a book (Active)
Direct
Object

A book is sent to me by him. (Passive)

A book is sent by him to me. (Passive).

POINT (5): In positive sentences, such passive voice which has no object (Agent), usually "Some one" (for animate) or something (for inanimate) is

made the subject to change into (Active Voice).

نوٽ (5) هاڪاري جملن ۾، اهڙو صيغو مجهول (Passive Voice) جنهن کي پنهنجو مفعول (ايجنٽ، جنهن کان ڪم ڪرايو وڃي) نه آهي تہ پوءِ عام طور تي "Some one" (ساهواري جي لاءِ) يا "Some thing" (بي جان جي لاءِ) کي فاعل (Subject) صيغي معروف (Active Voice) ۾ تبديل ڪرڻ لاءِ بٹايو ويندو آهي.

PROOF:

1- A flower is plucked. (Passive)

Some one plucks a flower. (Active).

2- The house is damaged. (Passive).

Some thing damages the house. (Active).

POINT (6): In negative sentences, such passive voice which has no object (Agent), usually "nobody" or "none" for (animate) and "nothing" for (inanimate) is made the subject to change into Active Voice.

نوٽ (6): ناڪاري جملن ۾، اهڙو صيغو مجهول (Passive Voice) جنهن کي پنهنجو مفعول (ايجنٽ، جنهن کان ڪم ڪرايو وڃي) نه آهي تہ پوءِ عام طور تي "nobody" يا "none" (ساهواري جي لاءِ) ۽ "nothing" (بي جان جي لاءِ) کي فاعل (Subject) بٹايو ويندو آهي.

PROOF:

1- A flower is not plucked. (Passive)

No body plucks a flower. (Active).

2- The house is not damaged. (Passive).

Nothing damages the house. (Active)

POINT (7):

MAKING PASSIVE VOICE FROM INFINITIVE

There are two factors of "Infinitive" 1. "To" 2. "Imperative" for making Passive Voice from the "Infinitive" "Be" is placed between the "To" and "Imperative and then imperative is changed into past participle.

نوٽ (7): اسم مصدر (Infinitive) جا ٻہ جز هونـدا آهن. (1) To (2) امر (Imperative). اسم مصدر (Infinitive) مان صيغي مجهول (Passive Voice) ناهڻ جي واسطي انهي ٻنهي جي وچ ۾ "Be" رکي ويـي ٿي، تـنـهـن کـان پـوءِ امـر (Imperative) کـي اسـم مـفـعـول (Past Participle) ۾ تبديل کيو ويندو آهي.

PROOF:

To + imperative

To + kill = To kill (Active) مارڻ (پاڻ ٻڌي ڪي)

To + be + killed = To be killed (Passive) مرجڻ (پاڻ ٻڌي کان)

Usage of Infinitive in the Sentences

اسم مصدر (Infinitive) جو جملن ۾ استعمال

1- I like to eat mangoes. (Active)

Mangoes are liked to be eaten by me. (Passive).

2- He wants to draw a map. (Active)

A map is wanted to be drawn by him. (Passive).

POINT (8): Certain verbs always followed by preposition. So a preposition after the verb must be retained in passive voice.

نوٽ (8): ڪجهه فعل هميشه پاڻ سان گڏ حرف جر (Preposition) ڪٽندا آهن. تنهن ڪري صيغي مجهول (Passive Voice) ۾ فعل (Verb) ڪانپوءِ، حرف جر (Preposition) لازمي طور تي رکيو ويندو آهي.

PROOF:

1- They laugh at us. (Active).
We are laughed at by them. (Passive)

2- They look after the girl. (Active)
The girl is looked after by them. (Passive)

3- We call in the mechanic. (Active).
The machenic is called in by us. (Passive).

4- I sent for the doctor. (Active)
The doctor is sent for by me. (Passive).

POINT (9): If the Active Voice has the extension. It is better that it must be retained at the same place in the passive voice.

نوٽ (9): جيڪڏهن صيغي معروف (Active Voice) ڪي واڌارو (Extension) آهي، تہ اهو بهتر آهي تہ صيغي مجهول (Passive Voice) ۾ انهي ڪي لازمي طور تي ساڳئي جڳهه تي رکيو وڃي.

PROOF:

I play cricket every day. (Active).

Cricket is played by me every day. (Passive).

POINT (10): Those interrogative sentences which are started with interrogative pronoun or interrogative Adverb. (i.e How, Why, When, Where, Which etc) for making Passive Voice interrogative words are placed at the same place, and the rest rules are same as stated already.

نوٽ (10): جيڪڏهن جملو ضمير استفهام (Interrogative Pronoun) يا ظرف استفهام (Interrogative Adverb) يعني سان شروع ٿئي ٿو، (How, Why, When, Where, Which) ضيغي مجهول (Passive Voice) ۾ آڻڻ جي لاءِ انهن لفظن کي ساڳئي جڳهه تي رکيو ويندو آهي، ۽ باقي اصول ساڳيا آهن جيڪي اڳ ۾ ئي واضح ڪيا ويا آهن.

PROOF:

1- When do you write a letter? (Active)

When is a letter written by you? (Passive)

2- How does he sing a song? (Active)

How is a song sung by him? (Passive)

POINT (11): Those interrogative sentences which are begun with "WHO" for making Passive Voice "WHO" is changed into "By whom". For further

changes see the following examples.

نوٽ (11) : اهڙا سوالي جملا (Interrogative Sentences) جيڪي "WHO" سان شروع ٿين ٿا. صيغي مجهول (Passive Voice) بنائڻ جي واسطي "WHO" کي "By Whom" ۾ تبديل ڪيو ويندو آهي. باقي تبديلين جي لاءِ هيٺيان مثال ڏسو.

PROOF:

1- Who writes a letter? (Active)

By whom is a letter written? (Passive).

2- Who is singing a song? (Active)

By whom is a song being sung? (Passive)

POINT (12): Those interrogative sentences which are begun with "WHOM" for making Passive Voice "WHOM" is changed into "Who". For further changes see the following examples.

نوٽ (12) : اهڙا سوالي جملا (Interrogative Sentences) جيڪي "WHOM" سان شروع ٿين ٿا. صيغي مجهول (Passive Voice) بنائڻ جي واسطي "WHOM" کي "WHO" ۾ تبديل ڪيو ويندو آهي. باقي تبديلين جي لاءِ هيٺيان مثال ڏسو.

PROOF:

1- Whom do you kill? (Active)

Who is killed by you? (Passive)

2- Whom does she give a flower? (Active)

Who is given a flower by her? (Passive)

3- Whom do you recommend? (Active)

Who is recommended by you? (Passive)

POINT (13): The use of the verbs like "Taste", "Smell" or "Feel" in Passive Voice carefully.

نوٽ (13): فعل جهڙوڪ ذائقو چکڻ (Taste)، سنگهڻ (Smell) يا محسوس ڪرڻ (Fell) جو احتياط سان صيغي مجهول (Passive Voice) ۾ استعمال.

PROOF:

1- This medicine tastes bitter. (Active)

This medicine is bitter when it is tasted. (Passive)

2- The flower smells sweet. (Active)

The flower is sweet when it is smelt. (Passive).

3- The material feels thin. (Active)

The material is thin when it is felt. (Passive).

وضاحت: مٿيان فعل جهڙوڪ "چکڻ" (Taste)، سنگهڻ (Smell) يا محسوس ڪرڻ (Feel) جڏهن ساڪن (Stative) هوندا يعني جڏهن انهن تي عمل نه ٿيندو هوندو تہ اهي صيغي معروف (Active Voice) ۾ هوندا. پر جڏهن اهي متحرڪ (Dynamic) هوندا يعني جڏهن عمل ٿيندو تہ اهي صيغي مجهول (Passive Voice) ۾ ٿي پوندا. جيئن مٿي واضح ڪيو ويو آهي.

POINT (14): Compound sentences consist of two thoughts. For changing voice, both thoughts are changed according to the tenses and their rules from Active into Passive Voice.

نوٽ (14): مرڪب جملا (Compound Sentences) ۾ خيالن جي مشتمل هوندا آهن. تنهن ڪري صيغي (Voice) کي تبديل ڪرڻ جي لاءِ هنن خيالن کي زمانن ۽ انهن جي اصولن جي مطابق صيغي معروف (Active Voice) مان صيغي مجهول (Passive Voice) ۾ تبديل ڪيو ويندو آهي.

PROOF:

I know that he does the work. (Active).

It is known to me that the work is done by him. (Passive)

OR

That the work is done by him is known to me. (Passive).

POINT (15): VERBS ACCORDING TO THE TENSE IN ACTIVE VOICE

NAME OF THE TENSE	VERBS
1- Present Indefinite Tense	1st form
2- Past Indefinite Tense	2nd form
3- Future Indefinite Tense	Shall/ Will + 1st form
4- Present Continuous Tense	Is/ Am/ Are + Ing form
5- Past Continuous Tense	Was/ Were + Ing form
6- Present Perfect Tense	Have / Has + 3rd form
7- Past Perfect Tense	Had + 3rd form
8- Future Perfect Tense	Shall have/ will have + 3rd form
9- Present Potential Tense	Can + 1st form
10- Past Potential Tense	Could + 1st form
11- Present Aorist Tense	May + 1st form
12- Past Aorist Tense	Might + 1st form
13- Pas Dubious Tense	Migh have/ May have + 3rd form

POINT (16): VERBS ACCORDING TO THE TENSE IN PASSIVE VOICE

NAME OF THE TENSE	VERBS
1- Present Indefinite Tense	Is/ Am/ Are + 3rd form
2- Past Indefinite Tense	Was/ Were + 3rd form
3- Future Indefinite Tense	Shall/ Will + be + 3rd form
4- Present Continuous Tense	Is/ Am/ Are + being + 3rd form
5- Past Continuous Tense	Was/ Were + being + 3rd form
6- Present Perfect Tense	Have/ Has + Been + 3rd form
7- Past Perfect Tense	Had + been + 3rd form
8- Future Perfect Tense	Shall have/ Will have+ been + 3rd form
9- Present Potential Tense	Can + be + 3rd form
10- Past Potential Tense	Could + be + 3rd form
11- Present Aorist Tense	May + be + 3rd form
12- Past Aorist Tense	Might + be + 3rd form
13- Pas Dubious Tense	Might have/ May have + been + 3rd form

DIRECT AND INDIRECT NARRATION

Made Easy

COMING SOON

By: Abdul Rahman Jakhrani

PAST INDEFINITE TENSE
زمان ماضي مطلق

INTRODUCTION:

Such a form of verb which shows that the subject did some work in previous time that is called **"Past" Indefinite Tense".**

تعارف: فعل جي اهڙي صورت جيڪا ظاهر ڪري تہ فاعل (Subject) ڪر ڪم گذريل وقت ۾ ڪيو، تہ اهڙي فعل کي "زمان ماضي مطلق" چئبو آهي.

Examples:

1- I boiled an egg. مان هڪ اندو اباريو.

2- She did not comb her hair. هن پنهنجي وار ڪي ڪٽي نہ ڏني.

3- Did Ali fly a kite? چا علي لغڙ اڏاريو؟

MAIN POINTS

POINT (1) Second form of the verb is used in this tense in case of affirmative sentences.

نوٽ (1): هن زمان (Tense) ۾ هاڪاري جملن جي حالت ۾ فعل (Verb) جي ٻئي صورت (Second form) استعمال ڪئي ويندي آهي.

POINT (2): "Did" is the only helping verb of this tense.

نوٽ (2): "Did" هن زمان جو واحد مدد گار فعل (Helping Verb) آهي.

POINT (3): When "did" is used then first form of the verb is used with all the subjects.

نوٽ (3): جڏهن "Did" استعمال ڪيو وڃي تو ته پوءِ سيني فاعلن سان فعل جي پهرين صورت (First form) استعمال ڪئي ويندي آهي.

Rules for changing the voice of this tense
هن زمان جي صيغي جي تبديل ڪرڻ جا اصول

FROM ACTIVE INTO PASSIVE VOICE

I plucked a flower. (Active)

POINT (1): "Was" or "Were" is used as helping verb before the third form (Past Participle).

نوٽ (1): "Was" يا "Were" کي بحيثيت مددگار فعل جي، فعل جي ٽئين صورت (Third form) کان اڳ ۾ استعمال ڪيو ويندو آهي.

PROOF:

A flower <u>was</u> <u>plucked</u> by me. (Passive)
H.V M.V-III

POINT (2): In negative sentences "Did" is replaced into "was" or "were" and "not" is used after it.

نوٽ (2): ناڪاري جملن (Negative Sentences) ۾ "Did" تبديل ڪيو وڃي ٿو. "Was" يا "Were" ۾ پوءِ انهي کان پوءِ "Not" کي استعمال ڪيو وڃي ٿو.

PROOF:

I <u>did</u> not pluck a flower. (Active)

A flower <u>was</u> <u>not</u> <u>Plucked</u> by me. (Passive)

POINT (3): In interrogative sentences "was" or "were" is used before the subject in the place of "Did".

نوٽ (3): سوالي جملن (Interrogative Sentences) ۾ "Did" جي جڳهه تي "Was" يا "Were" کي فاعل (Subject) کان اڳ ۾ استعمال ڪيو وڃي ٿو.

PROOF: Did I pluck flowers? (Active)

Were flowers plucked by me? (Passive)

POINT (4): In interrogative and negative sentences "was" or "were" is used before the subject in the place of "Did" and "not" is used after the subject.

نوٽ (4): سوالي ناڪاري جملن (Interrogative & Negative Sentences) ۾ "Did" جي جاءِ تي "Was" يا "Were" کي فاعل (Subject) کان اڳ ۾ ۽ "Not" کي فاعل (Subject) کان پوءِ استعمال ڪيو وڃي ٿو.

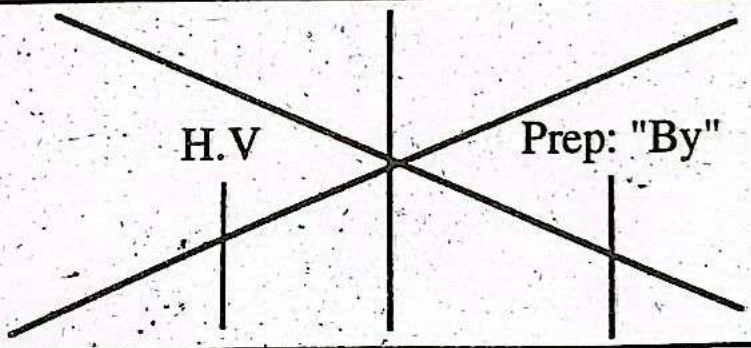
PROOF: Did I not pluck a flower? (Active)

Was a flower not plucked by me? (Passive)

DIAGRAM

Sample: I plucked a flower. مان گل پٽيو.

Voice	Subject	M. Verb - II	Object
Active	I	Plucked	a flower.



Passive	A flower	was	plucked	by	me.

A flower was plucked by me. ہک گل مون کان پتیو ویو.

FORMULA

Active = Subject + M.Verb - II + Object

Passive = Subject + was/ were + M.V-III + by + Object

TABLE

ACTIVE VOICE	PASSIVE VOICE
1- Rani sang a song.	1- A song was sung by Rani.
2- I bought books.	2- Books were bought by me.
3- He did not punish them.	3- They were not punished by him.
4- Did you kill a snake?	4- Was a snake killed by you?
5- Did girl not eat an apple?	5- Was an apple not eaten by girl?

EXERCISE NO (1) Put into the Passive Voice.

1- A fisherman caught a fish.
2- He issued a radio licence.
3- They crossed the road easily.
4- We did not deposit the money in this bank.
5- Did she read English newspaper?
6- Did Rani unchain the dog at night?
7- She did not roast the meat.
8- The farmer ploughed the field.
9- My father did not beat me.
10- They cheated the stranger.

11- Maleeha lighted the lamp in the room.

12- Did the hunter cage the lion?

13- The teacher remitted the fine of students.

14- I replied your letter.

15- Sanam sent an invitation card to her friend.

FROM PASSIVE INTO ACTIVE VOICE

POINT (1) For changing this tense from Passive into Active voice, "was" or "were" is omitted.

نوٽ (1): هن زمان کي صيغي مجهول (Passive Voice) مان صيغي معروف (Active Voice) ۾ تبديل ڪرڻ لاءِ "was" يا "were" کي ختم ڪيو ويندو آهي.

POINT (2): Third form (Past Participle) is changed into second form.

نوٽ (2): فعل جي تئين صورت (اسم مفعول) کي فعل جي ٻئي صورت (Second form) ۾ تبديل ڪيو ويندو آهي.

POINT (3): In interrogative, negative or Interrogative & Negative Sentences, "Did" is used in the place of "was" or "were".

نوٽ (3): سوالي، ناڪاري يا سوالي ناڪاري جملن ۾ "Did" کي "Was" يا "Were" جي جڳهه تي استعمال ڪيو ويندو آهي.

Remember, if "did" is used then first form of the verb is used in the sentence.

ياد رکو، جيڪڏهن "Did" استعمال ڪيو وڃي ٿو ته پوءِ جملي ۾ فعل

جي پهرين صورت (First form) استعمال ڪئي ويندي آهي.

POINT (4): Preposition "By" is dropped.

نوٽ (4): حرف جر "By" کي ختم ڪيو ويندو آهي.

POINT (5): Bring the subject and object to their actual places.

نوٽ (5): فاعل (Subject) ۽ مفعول (Object) کي پنهنجي اصلي جڳهن تي آڻيو.

TABLE

PASSIVE VOICE	ACTIVE VOICE
1- I was allowed by the teacher.	1- The teacher allowed me.
2- A pen was lost by her.	2- She lost a pen.
3- Trees were not planted by the gardener.	3- The gardener did not plant trees.
4- Were his eyes tested by the doctor?	4- Did the doctor test his eyes?
5- Was he not bitten by a dog?	5- Did a dog not bite him?

EXERCISE NO (2): Put into the Active Voice.

1- The wolf was killed by him.

2- Food was not eaten by the guests.

3- Was Hockey played by them daily in the morning?

4- Were mangoes not bought by Roobi?

5- Law was practised by Ali.

6- Your letter was received by Aisha.

7- Were the students punished by the teacher in the class?

8- The naughty boys were fined by the Head Master.

9- Was my brother looked after by them?

10- The beggar was helped by them.

11- My luggage was packed by me.

12- An exercise was taken by you.

13- Was this examination passed by your brother?

14- A novel was finished by him that night.

15- A bath was taken by you.

EXERCISE NO (3):

Change from one voice into other.

1- Cricket was played by them in the ground.

2- She sang a song at the stage.

3- Furniture was not dusted by the servant.

4- The farmers did not harvest crop in March.

5- Was the boat rowed by the students?

6- Did driver drive a car?

7- Was he not recommended by me?

8- Did he not beat his younger brother?

9- Why did the cobbler not repair my shoe?

10- The door was knocked at by me.

11- Did Bashir light the fire?

12- The peon rang the bell in the school.

13- Our invitation was not accepted by them.

14- Was zoo visited by the boys?

15- Javed cut a tree with an axe.

TRANSLATION

NOTE: For translating this tense according to Passive Voice, rules are same as stated in the beginning of this tense.

نوٽ: هن زمان جي صيغي مجهول (Passive Voice) جي مطابق ترجمي ڪرڻ لاءِ قاعدا ساڳيا آهن، جيڪي هن زمان جي شروعات ۾ بيان ڪيا ويا آهن.

EXAMPLES:

1- My coat was ironed. منهنجو ڪوٽ استري ڪيو ويو.

2- Was Holy Quran read? ڇا قرآن مجيد جي تلاوت ڪئي وئي؟

3- He was not deceived. هن کي دوکو نه ڏنو ويو.

4- Was the room not cleaned? ڇا ڪمري کي صاف نه ڪيو ويو؟

EXERCISE NO (4):

Translate into English انگريزي ۾ ترجمو ڪريو.

(1) پار کي نصيحت ڪئي وئي. (2) پارٽي جو بندوبست ڪيو ويو.

(3) ڇا انڊا اپاريا ويا؟ (4) ڇا ڪاڏو تيار نه ڪيو ويو؟

(5) پٽسر ڪٽيا ويا. (6) زينب کي دوکو نه ڏنو ويو.

(7) ڇا بوتو پوکيو ويو؟ (8) رستو پار نه ڪيو ويو.

(9) علي کي شڪست ڏني وئي. (10) ڇا ڪم پورو نه ڪيو ويو؟

FUTURE INDEFINITE TENSE
زمان مستقبل مطلق

INTRODUCTION:

Such a form of verb which shows that the subject will do some work in forth coming time that is called **"Future Indefinite Tense"**.

تعارف: فعل جي اهڙي صورت جيڪا ظاهر ڪري تہ فاعل (Subject) ڪو ڪم ايندڙ وقت ۾ ڪندو، تہ اهڙي فعل کي "زمان مستقبل مطلق" چئبو آهي.

Examples:

1- Aslam will play cricket. اسلم ڪرڪيٽ کيڏندو.

2- We shall celebrate 14th August. اسان 14 آگسٽ ملهائينداسون.

MAIN POINTS

POINT (1): First form of the verb is used in this tense.

نوٽ (1): هن زمان ۾ فعل جي پهرين صورت (First form) استعمال ڪئي ويندي آهي.

POINT (2):

"Shall" and "Will" are the helping verbs of this tense.

نوٽ (2): "Shall" ۽ "Will" هن زمان جا مددگار فعل (H.V) آهن.

POINT (3): "Shall" is used with first person (I,We) and will is used will all the subjects, except first person.

نوٽ (3): "Shall" ضمير متڪلم يعني (I, We) سان استعمال ڪيو ويندو آهي ۽ "Will" سيني فاعلن سان سواءِ (I, We) جي استعمال ڪيو ويندو آهي.

Rules for Changing the voice of this tense.
هن زمان جي صيغي جي تبديل ڪرڻ جا اصول

FROM ACTIVE INTO PASSIVE VOICE

I Shall pluck a flower. (Active).

POINT (1) "Shall be" or "Will be" is used as helping verb before the third form (Past Participle).

نوٽ (1): "Shall be" يا "Will be" اسم مفعول (Past Participle) جي اڳيان مدد گار فعل (Helping Verb) جي حيثيت سان استعمال ڪيو وڃي ٿو.

PROOF:

A flower will be plucked by me. (Passive)

H.V M.V-III

POINT (2): In negative sentences "not" is used between "Shall/ Will" and "be".

نوٽ (2): ناڪاري جملن ۾ "Shall / Will" ۽ "Be" جي وچ ۾ "not" استعمال ڪيو ويندو آهي.

PROOF:

You will not pluck a flower. (Active)

A flower will not be plucked by you. (Passive)

POINT (3): In interrogative sentences "shall" or "will" is used before the subject and "be" is placed after it.

نوٽ (3): سوالي جملن ۾ فاعل (Subject) کان اڳ ۾ "Shall" يا

"Will" استعمال ڪيو ويندو آهي ۽ "be" کي انهي کان پوءِ ڪيو ويندو آهي.

PROOF:

Shall we pluck flowers? (Active)

Will flowers be plucked by us? (Passive)

POINT (4): In Interrogative and Negative Sentences "shall" or "will" is placed before the subject and "not" is put between the subject and "be".

نوٽ (4): سوالي ناڪاري جملن ۾ "Shall" يا "Will" کي فاعل کان اڳ ۾ ڪيو ويندو آهي ۽ "Not" کي فاعل ۽ "be" جي وچ ۾ ڪيو ويندو آهي.

PROOF:

Will they not pluck flowers? (Active).

Will flowers not be plucked by them? (Passive)

DIAGRAM

Sample I shall pluck a flower. مان هڪ گل پٽيندس.

Voice	Subject	H.V	M. Verb - I	Object	
Active	I	shall	pluck	a flower	
				Prep: "By"	
Passive	A flower	will be	plucked	by	me.

ACTIVE AND PASSIVE VOICE WITH TITANIC POINTS

A flower will be plucked by me. هک گل مون کان پتیو ویندو.

FORMULA

Active = Subject + shall/ will + verb-I + Object.

Passive = Subject + shall/ will + be + M.V-III + by + Object.

TABLE

ACTIVE VOICE	PASSIVE VOICE
1- I shall help you.	1- You will be helped by me.
2- You will fly kites.	2- Kites will be flown by you.
3- We shall not decorate the room.	3- The room will not be decorated by us.
4- Will they catch fish?	4- Will fish be caught by them?
5- Shall I not kill a snake?	5- Will a snake not be killed by me?

EXERCISE NO (1): Put into the Passive Voice.

1- They will weave the cloth.

2- He will remind me my promise.

3- I shall repair my shoes.

4- Ali will not photograph the children in the park.

5- Why will you take out the chicken from the box?

6- Will the doctor not examine the patient at once?

7- The farmer will not spray the medicine on crops.

8- The teacher will allow me for working.

9- I shall not get admission in college this year.
10- She will convey my message to my friend.
11- Will Board award "A" grade to all the students?
12- Shall I not reply your letter?
13- The juggler will show his tricks.
14- Will the people hold meeting in the garden?
15- The Head Master will fine the naughty students.

FROM PASSIVE INTO ACTIVE VOICE

POINT (1): For changing this tense from Passive into Active Voice, "Be" is omitted.

نوٽ (1): هن زمان کي صيغي مجهول (Passive Voice) مان صيغي معروف (Active Voice) ۾ تبديل ڪرڻ لاءِ "be" کي ختم ڪيو ويندو آهي.

POINT (2): Third form (Past Participle) is changed into first form.

نوٽ (2): فعل جي ٽئين صورت (اسم مفعول) کي فعل جي پهرين صورت (First form) ۾ تبديل ڪيو ويندو آهي.

POINT (3): Preposition "By" is omitted.

نوٽ (3): حرف جر "By" کي ختم ڪيو ويندو آهي.

POINT (4): Bring the subject and object to their actual places.

نوٽ (4): فاعل (Subject) ۽ مفعول (Object) کي پنهنجي اصلي جاين تي آڻيو.

TABLE

PASSIVE VOICE	ACTIVE VOICE
1- He will be beaten by me.	1- I shall beat him.
2- A pot will be made by the potter.	2- The potter will make a pot.
3- You will not be arrested by the police.	3- The police will not arrest you.
4- Will mangoes be eaten by her?	4- Will she eat mangoes?
5- Shall I not be punished by the teacher?	5- Will the teacher not punish me?.

EXERCISE NO (2): Put into the Active Voice.

1- The procession will be taken out by the labourers.
2- Rani will be married to Aslam tomorrow.
3- My brother will not be looked after by you.
4- A camera will be lent by my friend to me for two days.
5- Will she be praised by him very much?
6- Will a car not be driven by the driver very fast?
7- He will not be recommended by me for job.
8- His brother will not be beaten by him.
9- A part in debate will not be taken by several boys.
10- Why will you be abused by him?
11- Your hair will be combed by you yourself.
12- Will fire be lighted by them in the kitchen?

13- Stones will be thrown by the mad man at the bus.

14- Where will the patient be examined by the doctor?

15- Will work be completed by me in time?

EXERCISE NO (3):

Change from one voice into other.

1- Your brother will already pass the examination.

2- Such a beautiful girl will not be seen by me.

3- Why will people not catch the thief?

4- The novel will not be finished by you.

5- Will the student solve the paper?

6- Will the bell be rung by the peon?

7- Your brother will not do home work.

8- Will a letter not be brought by the postman?

9- The child will drink milk in the evening.

10- The well will not be dug by the labourers.

11- Will the students attend the school?

12- Meal will not be prepared by Rabia.

13- Will she waste my time?

14- The wind - storm will fly the roofs.

15- The history of Islam will be read by me.

TRANSLATION

NOTE: For translating this tense according to the Passive Voice, rules are same as stated in the

beginning of this tense.

نوٽ: هن زمان جي صيغي مجهول (Passive Voice) جي مطابق ترجمي ڪرڻ لاءِ قاعدا ساڳيا آهن، جيڪي زمان جي شروعات ۾ بيان ڪيا ويا آهن.

EXAMPLES:-

1- Mangoes will be liked. انب پسند ڪيا ويندا.

2- A letter will not be written. خط نہ لکيو ويندو.

3- Will a game be played? چا راند کيڈي ويندي؟

4- Will a song not be sung? چا گيت نہ ڳايو ويندو؟

EXERCISE NO (4):

Translate into English انگريزيءَ ۾ ترجمو ڪريو

(1) هڪ ڪرسي ٺاهي ويندي. (2) سچ ڳالهايو ويندو.

(3) ڪٿون ڈڈي نہ ويندي. (4) چا سبق پڑهيو ويندو؟

(5) چا چانهہ نہ پيتي ويندي؟ (6) پکي کي پکڑيو ويندو.

(7) ورزش نہ ڪئي ويندي. (8) چا نوڪر کي سزا نہ ڈني ويندي؟

(9) ڪرسي جي مرمت ڪئي ويندي. (10) خراب ڪپڑا ڈوتا ويندا.

Along with success comes a reputation for wisdom.

PRESENT CONTINUOUS TENSE
زمان حال استمراري (جاري)

INTRODUCTION:

Such a form of verb which shows that the subject is doing some work continuously in current time that is called "**Present Continuous Tense**".

تعارف: فعل جي اهڙي صورت جيڪا حاضر وقت ۾ فاعل (Subject) جي ڪنهن ڪم جي جاري هجڻ کي واضح ڪري تہ اهڙي زمان کي "زمان حال استمراري" چئبو آهي.

Examples:

(1) مان ريڊيو ٻڌي رهيو آهيان (يا) مان ريڊيو ٻڌان ٿو پيو.

I am listening radio.

(2) اهي فلم ڏسي رهيا آهن. (يا) اهي فلم ڏسن ٿا پيا.

They are watching film.

MAIN POINTS

POINT (1): "Is", "Am" and "Are" are the helping verbs to this tense.

نوٽ (1): "Is"، "Am" ۽ "Are" هن زمان جا مددگار فعل (Helping verbs) آهن.

POINT (2): "Ing form" (Present Participle) is used in this tense.

نوٽ (2): هن زمان ۾ "Ing form" (اسم حاليہ) استعمال ڪيو ويندو آهي.

Rules for changing the voice of this tense
هن زمان جي صيغي جي تبديل ڪرڻ جا اصول

FROM ACTIVE INTO PASSIVE VOICE

I am plucking a flower. (Active).

POINT (1): "Is/ am/ are + being" is used as helping verb before the third form (Past Participle).

نوٽ (1): "Is/ am/ are + being" کي فعل جي تئين صورت (اسم مفعول) کان اڳ ۾ بحيثيت مددگار فعل جي استعمال ڪيو ويندو آهي.

PROOF:

A flower <u>is being</u> <u>plucked</u> by me. (Passive)
H.V M.V-III

POINT (2): In negative sentences "not" is used between "is/ am/ are" and "being".

نوٽ (2): ناڪاري جملن ۾ "not" کي "is/ am/ are" ۽ "being" جي وچ ۾ استعمال ڪيو ويندو آهي.

PROOF:

You are not plucking flowers. (Active).

Flowers <u>are</u> <u>not</u> <u>being</u> plucked by you. (Passive)

POINT (3): In interrogative sentences "is/ am/ are" is placed before the subject and "being" is kept after the subject.

نوٽ (3): سوالي جملن ۾ "is/ am/ are" کي فاعل کان اڳ ۾ رکيو وڃي ٿو ۽ "being" کي فاعل کان پوءِ رکيو ويندو آهي.

PROOF:

Is he plucking a flower? (Active).

Is a flower being plucked by him? (Passive)

POINT (4): In Interrogative & Negative sentences "is/ am/ are" is used before the subject and "not" is used between the subject and "being".

نوٽ (4): سوالي ناڪاري جملن ۾ "is/-am/ are" کي فاعل کان اڳ ۽ "not" فاعل ۽ "being" جي وچ ۾ استعمال ڪيو ويندو آهي ۽ استعمال ڪئي ويندي آهي.

PROOF:-

Am I not plucking a flower? (Active)

Is a flower not being plucked by me? (Passive).

Sample: I am plucking a flower.

مان هڪ گل پٽيان ٿو پيو (يا) مان هڪ گل پٽي رهيو آهيان.

Voice	Subject	H.V	M. Verb Ing form	Object
Active	I	am	plucking	a flower
			Prep: "By"	
Passive	A flower	is being	plucked	by	me.

A flower is being plucked by me.

هڪ گل مون کان پنجي رهيو آهي (يا) هڪ گل مون کان پنجي ٿو پيو.

FORMULA

Active = Subject + (H.V) is/ am/ are + M.V (Ing form) + Object.

Passive = Subject + "is/ am/ are + being + M.V- III + by + Object.

TABLE

ACTIVE VOICE	PASSIVE VOICE
1- She is taking meal.	1- Meal is being taken by her.
2- I am polishing my shoes.	2- My shoes are being polished by me.
3- You are not killing her.	3- She is not being killed by you.
4- Is the peon ringing the bell?	4- Is the bell being rung by the peon?
5- Are they not painting the pictures?	5- Are the pictures not being painted by them?

EXERCISE NO (1): Put into the Passive Voice.

1- Aslam is playing cricket.

2- The boys are singing songs at the stage.

3- The servant is not dusting furniture.

4- Is the farmer harvesting crops in April?

5- Are students not rowing boats in river?

6- Driver is not driving a car so fast.

7- The enemy is not crossing the border.

8- Is he not beating his brother?

9- Ali is learning Maths from the teacher.

10- Are students solving the paper in the exam: hall?

11- Your brother is not doing his homework.

12- The child is eating meal in the party.

13- Is Ahmed making 50 runs in match?

14- You are not doing job in this office.

15- Fruit seller is selling the fruit.

FROM PASSIVE INTO ACTIVE VOICE.

POINT (1): For changing this tense from passive into Active voice, "Being" is omitted.

نوٽ (1): هن زمان کي صيغي مجهول (Passive Voice) مان صيغي معروف (Active Voice) ۾ تبديل ڪرڻ لاءِ "Being" کي ختم ڪيو ويندو آهي.

POINT (2): "Third form" (Past Participle) is changed into "Ing form".

نوٽ (2): فعل جي ٽئين صورت (اسم مفعول) کي فعل جي "Ing form" (اسم حاليه) واري صورت ۾ تبديل ڪيو ويندو آهي.

POINT (3): Preposition "By" is dropped.

نوٽ (3): حرف جر "by" کي ختم ڪيو ويندو آهي.

POINT (4): Bring the subject and object to their actual places.

نوٽ (4): فاعل (Subject) ۽ مفعول (Object) کي پنهنجي اصلي جڳهن تي آڻيو.

TABLE

PASSIVE VOICE	ACTIVE VOICE
1- Our invitation is being accepted by them.	1- They are accepting our invitation.
2- The room is being swept by her.	2- She is sweeping the room.
3- This party is not being liked by me.	3- I am not liking this party.
4- Are rice being cooked by Rani?	4- Is Rani cooking rice?
5- Is any one not being laughted at by you?	5- Are you not laughing at any one?

EXERCISE NO (2): Put into the Active Voice.

1- You are being congratulated by your friends.
2- How are you being greeted by them?
3- Is the whole of his property not being sold by him?
4- His peon is not being transferred by the officer.
5- Why are the candles being burnt by Majid?
6- He is being caught by the magistrate red-handed.
7- The pulse of the patient is being felt by the doctor.
8- This lesson is not being learnt by you.
9- Is truth not being spoken by Muhsan?
10- His shop is being closed by him in the evening.
11- Home - work is not being done by Zahida.
12- School is being attended by the students.
13- Is an essay not being written by Sanam?

14- Shoes are being made by the Cobbler.

15- My watch is not being repaired by the watch maker.

EXERCISE NO (3):

Change from one voice into other.

1- The naughty girls are making noise.

2- We are celebrating the valentine day.

3- Folk songs are not being sung by the girls.

4- Paper - boats are being made by the boys.

5- Your brother is not doing home - work for many days.

6- Squash matches are being won by Jehangir.

7- Is the dog biting the stranger?

8- Are you not being advised by your elder brother?

9- The boy is not knocking at the door.

10- She is drinking hot milk.

11- They are distributing sweets among the children.

12- Is he repairing machines?

13- They are stealing the fruit.

14- The bank is not being looted by the robbers.

15- Master is not chaining the dog at night.

TRANSLATION

NOTE: For translating this tense according to passive voice, rules are same as stated in the beginning of this tense.

نوٽ: هن زمان جي صيغي مجهول (Passive Voice) جي مطابق ترجمي ڪرڻ لاءِ قاعدا ساڳيا آهن، جيڪي هن زمان جي شروعات ۾ بيان ڪيا ويا آهن.

EXAMPLES:

1- The goats are being sold. بکريون وڪامجي رهيون آهن.

2- Mangoes are not being eaten. انب نہ کائجي رهيا آهن.

3- Is a child being beaten? چا هڪ ٻار مارجي رهيو آهي؟

4- Is a song not being sung? چا هڪ گيت نہ ڳائجي رهيو آهي؟

EXERCISE NO (4):

Translate into English. انگريزيءَ ۾ ترجمو ڪريو.

(1) هڪ ڪتاب پڙهجي رهيو آهي.

(2) ڪرڪيٽ کيڏجي رهي آهي.

(3) چا نارنگي کائجي رهي آهي؟

(4) کير پيئجي نہ رهيو آهي.

(5) چا ٽانو نہ پيجي رهيو آهي؟

(6) انڊو کائجي رهيو آهي.

(7) ڪپڑا استري ڪجي نہ رهيا آهن.

(8) ريڊيو ٻڌجي رهيو آهي.

(9) راند کيڏجي نہ رهي آهي.

(10) چا خط نہ لکجي رهيو آهي؟.

Be not afraid of growing slowly, be afraid only of standing still

PAST CONTINUOUS TENSE
زمان ماضي استمراري

INTRODUCTION:

Such a form of verb which indicates that the subject was doing some work continuously in previous time that is called **"Past Continuous Tense"**.

تعارف: فعل جي اهڙي صورت جيڪا بڌائي تہ فاعل (Subject) کو ڪم گذريل وقت ۾ لڳاتار (مسلسل) ڪيو تہ انهي کي "زمان ماضي استمراري" چئبو آهي.

Examples:

1- I was cutting a tree. مان هڪ وڻ وڍيو پئي.

2- They were playing foot ball. اهي فوٽ بال کيڏيا پئي.

MAIN POINTS

POINT (1): "Was" and "were" are the helping verbs to this tense.

نوٽ (1): "Was" ۽ "were" هن زمان جا مددگار فعل (Helping verbs) آهن.

POINT (2): "Ing form" (Present Participle) is used in this tense.

نوٽ (2): هن زمان ۾ "Ing form" (اسم حاليہ) استعمال ڪيو ويندو آهي.

Rules for changing the voice of this tense
هن زمان جي صيغيَ جي تبديل ڪرڻ جا اصول

FROM ACTIVE INTO PASSIVE VOICE

I was plucking a flower. (Active)

POINT (1): "Was/ were + being" is used as helping verb before the third form (Past Participle).

نوٽ (1): "was/ were + being" کي فعل جي ٽئين صورت (اسم مفعول) کان اڳ ۾ بحيثيت مددگار فعل جي استعمال ڪيو ويندو آهي.

PROOF:

A flower <u>was being</u> <u>plucked</u> by me. (Passive)
H.V M.V-III

POINT (2): In negative sentences "not" is used between "was/ were" and "being".

نوٽ (2): ناڪاري جملن ۾ "not" کي "was/ were" ۽ "being" جي وچ ۾ استعمال ڪيو ويندو آهي.

PROOF:

We were not plucking flowers. (Active)

Flowers <u>were</u> <u>not</u> <u>being</u> plucked by us. (Passive).

POINT (3): In interrogative sentences "was/ were" is placed before the subject and "being" is kept after the subject.

نوٽ (3): سوالي جملن ۾ "was / were" کي فاعل کان اڳ ۾ رکيو وڃي ٿو ۽ "being" کي فاعل کانپوءِ رکيو ويندو آهي.

PROOF:-

Was she plucking a flower? (Active)

Was a flower being plucked by her? (Passive)

POINT (4): In interrogative and negative sentences "was/ were" is used before the subject and "not" is used between the subject and "being".

نوٽ (4): سوالي ناڪاري جملن ۾ "was/ were" کي فاعل کان اڳ ۾ استعمال ڪيو ويندو آهي ۽ "not" فاعل ۽ "being" جي وچ ۾ استعمال ڪيو ويندو آهي.

PROOF:

Was he not plucking a flower? (Active)

Was a flower not being plucked by him? (Passive)

DIAGRAM

Sample I was plucking a flower. مان هڪ گل پٽيو پئي /مان هڪ گل پٽي رهيو هوس.

Voice	Subject	H.V	M. Verb Ing form	Object	
Active	I	was	plucking	a flower	
				Prep: "By"	
Passive	A flower	was being	plucked	by	me.

A flower was being plucked by me.

هڪ گل مون کان پٽيو پئي ويو (يا) هڪ گل مون کان پٽجي رهيو هو.

FORMULA

Active = Subject + (H.V) was/ were + M.V (Ing form) + Object.

Passive = Subject + was/ were + being + M.V -III + by + object.

TABLE

ACTIVE VOICE	PASSIVE VOICE
1- I was finishing home work.	1- Home work was being finished by me.
2- You are knocking at the door.	2- The door was being knocked at by you.
3- He was not building the house.	3- The house was not being built by him.
4- Was the peon ringing the bell?	4- Was the bell being rung by the peon?
5- Were they not helping you?	5- Were you not being helped by them?

EXERCISE NO (1): Put into the Passive Voice.

1- She was drinking the hot milk.

2- They were garlanding the leader.

3- He was not completing the work in time.

4- Was Ahsan picking the mangoes from the garden?

5- Ali was cutting trees from the forest.

6- Aamina was preparing tea for her father.
7- The teacher was not forgiving the students.
8- Fatima was greeting her grand mother at the gate.
9- Were villagers drawing out water from the well?
10- The gardener was not watering the flowers.
11- Soliders were waving the flag on the fort.
12- Were students saying good-bye the teacher?
13- I was selecting him monitor for the class.
14- Was he not saving the child from drowning?
15- S.T was fining the ticketless passengers.

FROM PASSIVE INTO ACTIVE VOICE

POINT (1): For changing this tense from passive into active voice, "being" is omitted.

نوٹ (1): هن زمان کي صيغي مجهول (Passive Voice) مان صيغي معروف (Active Voice) ۾ تبديل ڪرڻ لاءِ "being" کي ختم ڪيو ويندو آهي.

POINT (2): "Third form" (Past Particile) is changed into "Ing form" (Present Participle).

نوٹ (2): فعل جي ٽئين صورت (اسم مفعول) کي فعل جي "Ing form" (اسم حاليه) واري صورت ۾ تبديل ڪيو ويندو آهي.

POINT (3): Preposition "by" is dropped.

نوٹ (3): حرف جر "by" کي ختم ڪيو ويندو آهي.

POINT (4): Bring the subject and object to their

actual places.

نوٽ (4): فاعل (Subject) ۽ مفعول (Object) کي پنهنجين اصلي جڳهن تي آڻيو.

TABLE

PASSIVE VOICE	ACTIVE VOICE
1- A book was being bought by me.	1- I was buying a book.
2- They were being punished by us.	2- We were punishing them.
3- The thief was not being killed by you.	3- You were not killing the thief.
4- Was this song being sung by the girl?	4- Was the girl singing a song?
5- Was a picture not being watched by him?	5- Was he not watching a picture?

EXERCISE NO (2): Put into the Active Voice.

1- A meeting was being held by them in the hall.
2- The city was not being made beautiful by the chairman.
3- Were the children being told story by the teacher?
4- He was not being sent by parents to Jacobabad.
5- Why were you being abused by him in the street?
6- When was the crop being harvested by the farmer?
7- How was the car being driven by Afshan?

8- The fine was being received by the police from this man.

9- Were many dishes being cooked by Kalsoom for her guests?

10- Where were potatoes being sowed by Akram?

11- The message was being given by Naheed to her.

12- Were the stones being thrown by them at the frogs?

13- Were the wild beasts being hunted by the hunter?

14- The hens were not being fed by the old women.

15- Was wheat being stored by him?

EXERCISE NO (3):

Change from one voice into other.

1- We were playing match in the garden.

2- Sweets were being bought by my father.

3- I was not inventing new things.

4- The clock was not being wounded by Maleeha.

5- Was she cheating us?

6- Were the shops being closed by the men?

7- Was she not lighting the lamp in the room?

8- Why was the thief not being chased by the villagers?

9- Zulekha was throwing the flowers to him.

10- Aslam was paying the rent of the house.

11- A big lion was being seen by the people in the zoo.
12- We were repairing the house.
13- The meat was being cooked by her.
14- Were you obeying your parents?
15- They were forgiving their enemies.

TRANSLATION

NOTE: For translating this tense according to Passive Voice, rules are same as stated in the beginning of this tense.

نوٽ: هن زمان جي صيغي مجهول (Passive Voice) جي مطابق ترجمي ڪرڻ لاءِ قاعدا ساڳيا آهن، جيڪي هن زمان جي شروعات ۾ بيان ڪيا ويا آهن.

EXAMPLES:

1- A pen was being bought. هڪ پين خريد پئي ڪئي وئي.
2- Tea was not being taken. چانهه نه پيئجي رهي هئي.
3- Was a lesson being learnt? چا سبق سکيو پئي ويو؟
4- Was a chair not being made? چا ڪرسي تيار ٿي نه رهي هئي؟

EXERCISE NO (4):

Translate into English. انگريزيءَ ۾ ترجمو ڪريو.

(1) ڪپڑو ڪامجي رهيو هو.
(2) فصل کي ڪٽيو پئي ويو.
(3) منائي تقسيم نه ٿي رهي هئي.
(4) ڪاڏو نه پچائجي رهيو هو.
(5) چا ڪرڪيٽ کيڏجي رهي هئي؟
(6) وڻ پوکجي رهيو هو.
(7) تارا نه ڳڻجي رهيا هئا.
(8) پاڻي پيئجي رهيو هو.
(9) چانهه ٺاهي پئي وئي.
(10) ڪتاب لکيو پئي ويو.

PRESENT PERFECT TENSE
زمان حال کامل (پورو) يا زمان ماضي قريب

INTRODUCTION:

Such a form of verb which depicts that the subject started some work in previous time and has recently completed it that is called **"Present Perfect Tense".**

تعارف: فعل جي اهڙي صورت جيڪا بڌائي تہ فاعل (Subject) کو ڪم گذريل وقت ۾ شروع ڪيو ۽ ويجهڑائي ۾ ختم ڪيو تہ اهڙي فعل کي "زمان حال کامل يا زمان ماضي قريب" چئبو آهي.

Examples:

1- I have completed my work. مان پنهنجو ڪم پورو ڪيو آهي.

2- She has drunk water. هن پاڻي پيتو آهي.

MAIN POINTS

POINT (1) "Third form" (Past Participle) is used in this tense.

نوٽ (1): هن زمان ۾ فعل جي ٽئين صورت (اسم مفعول) استعمال ڪئي ويندي آهي.

POINT (2): "Have" and "Has" are the helping verbs of this tense.

نوٽ (2): "Have" ۽ "Has" هن زمان جا مددگار فعل

(Helping verbs) آهن.

POINT (3): "Has" is used with third person singular (He, She, It) and singular nouns and "Have" is used with all the subjects, except (he, She, It) and singular nouns.

نوٽ (3): "Has" ضمير غائب واحد يعني (He, She, It) ۽ واحد اسمن سان استعمال ڪيو ويندو آهي، ۽ "Have" سيني فاعلن سان سواءِ (He, She, It) ۽ اڪيلي اسمن جي استعمال ڪيو ويندو آهي.

Rules for changing the voice of this tense
هن زمان جي صيغي جي تبديل ڪرڻ جا اصول

FROM ACTIVE INTO PASSIVE VOICE

I have plucked a flower. (Active)

POINT (1): "Have been" or "Has been" is used as helping verb before the third form (Past Participle).

نوٽ (1): "Have been" يا "Has been" بحيثيت مددگار فعل (Helping Verb) جي فعل جي ٽئين صورت (اسم مفعول) کان اڳ ۾ استعمال ڪيو ويندو آهي.

PROOF:

A flower has been (H.V) plucked (M.V-III) by me. (Passive)

POINT (2): In negative sentences "not" is used between "Have/ Has" and "been".

نوٽ (2): ناڪاري جملن ۾ "not" ڪي "Have/ Has" ۽ "Been" جي وچ ۾ استعمال ڪيو ويندو آهي.

PROOF:

She has not plucked a flower. (Active)

A flower has not been plucked by her. (Passive)

POINT (3): In interrogative sentences "Have/ Has" is placed before the subject and "been" is kept after the subject.

نوٽ (3): سوالي جملن ۾ "Have/ Has" کي فاعل کان اڳ ۾ رکيو ويندو آهي ۽ "been" کي فاعل کانپوءِ رکيو ويندو آهي.

PROOF:

Have they plucked flowers? (Active)

Have flowers been plucked by them? (Passive)

POINT (4): In interrogative & Negative sentences "Have/ Has" is used before the subject and "not" is used between the "Subject" and "Been".

نوٽ (4): سوالي ناڪاري جملن ۾ "Have/ Has" کي فاعل کان اڳ ۾ استعمال ڪيو ويندو آهي ۽ "not" فاعل ۽ "been" جي وچ ۾ استعمال ڪيو ويندو آهي.

PROOF:

Has he not plucked a flower? (Active)

Has a flower not been plucked by him? (Passive)

DIAGRAM

: I have plucked a flower. مان هڪ گل پٽيو آهي.

ACTIVE AND PASSIVE VOICE WITH TITANIC POINTS

Voice	Subject	H.V	M. Verb 3rd	Object
Active	I	have	plucked	a flower
			Prep: "By"	
Passive	A flower	has been	plucked	by me.

A flower has been plucked by me. هک گل مون کان پتیو ویو آهي.

FORMULA

Active = Subject + (H.V) Have / Has + M.V-III + Object.

Passive = Subject + (H.V) Have/ Has + been +M.V-III + by + Object.

TABLE

ACTIVE VOICE	PASSIVE VOICE
1- I have bought a pen.	1- A pen has been bought by me.
2- She has taken tea.	2- Tea has been taken by her.
3- They have not beaten me.	3- I have not been beaten by them.
4- Has Ali sung a song?	4- Has a song been sung by Ali?
5- Have we not flown kites?	5- Have kites not been flown by us?

EXERCISE NO (1): Put into the Passive Voice.

1- The farmer has sold all the wheat.

2- She has not dried the clothes on the roof.

3- Controller has announced the result in the newspaper.

4- Has Samad done the home work in the time?

5- Has Basit not repaired the T.V set?

6- Police have arrested the guilty person.

7- Abdul Shakoor has invited Shaheen to tea.

8- Has the Mason not built the wall of the house?

9- Manan has wasted his time in the park.

10- The teacher has not solved the sum.

11- Has Rafia not prepared the exam: notes?

12- Why has she not made speech?

13- Mah-Noor has teased the birds.

14- Has the printer not published the book of grammar?

15- The teacher has taught us Maths in class.

FROM PASSIVE INTO ACTIVE VOICE

POINT (1): For changing this tense from Passive into Active voice "been" is omitted.

نوٽ (1): هن زمان کي صيغي مجهول (Passive Voice) مان صيغي معروف (Active Voice) ۾ تبديل ڪرڻ لاءِ "been" کي ختم ڪيو ويندو آهي.

POINT (2): "Third form" (Past Participle) is not changed.

نوٽ (2): فعل جي تئين صورت (اسم مفعول) کي تبديل نہ ڪيو ويندو آهي.

POINT (3): Preposition "By" is dropped.

نوٽ (3): حرف جر "By" کي ختم ڪيو ويندو آهي.

POINT (4): Bring the subject and object to their actual places.

نوٽ (4): فاعل (Subject) ۽ مفعول (Object) کي پنهنجين اصلي جڳهن تي آڻيو.

TABLE

PASSIVE VOICE	ACTIVE VOICE
1- A tree has been cut by you.	1- You have cut a tree.
2- An apple has been eaten by her.	2- She has eaten an apple.
3- This case has not been rejected by me.	3- I have not rejected this case.
4- Has the door been opened by him?	4- Has he opened the door?.
5- Have these letters not been burnt by Asif?	5- Has Asif not burnt these letters?.

EXERCISE NO: (2): Put into the Active Voice.

1- His clothes have been ironed by her.

2- All the books have been revised by Arif.

3- Sweets have not been distributed by the woman.

4- Has work been done by the labourers?

5- Has the house not been white - washed by Amjad?
6- I have been lent money by them.
7- Has ink been put in inkpot by her?
8- A newspaper has been read by us in the garden.
9- Has your duty been done by you yourself?
10- The doctor has not been called by him atonce.
11- Have three deer been hunted by the hunter?
12- A tyre has not been pumped by Ahmed.
13- The patient has been injected by the doctor.
14- Has train not been stopped by him?
15- A new pen has been given by him.

EXERCISE NO (8): Change from one voice into other.

1- A match has been played by us in the ground.
2- He has slaughtered the cow.
3- The pilot has not flown the aeroplane.
4- Clothes have not been washed by the washerman.
5- The farmers have ploughed their fields.
6- Have we not played at cards?
7- Has the cow been milked by the milkman?
8- The students have finished their course in time.
9- Has the bell not been rung by the peon?
10- The richman has bought a new car.
11- The girl has entertained the guests in the party.

12- Has his prayer been offered by Waheed?

13- They have not decorated the room for party.

14- A story has been told by the mother to their children.

15- I have fulfilled my promise.

TRANSLATION

NOTE: For translating this tense according to Passive Voice, rules are same as stated in the beginning of this tense.

نوٽ: هن زمان جي صيغي مجهول (Passive Voice) جي مطابق ترجمي ڪرڻ لاءِ قاعدا ساڳيا آهن، جيڪي هن زمان جي شروعات ۾ بيان ڪيا ويا آهن.

EXAMPLES:

1- The truth has been spoken. سچ ڳالهايو ويو آهي.

2- Fruit has not been bought. ميوو نه خريد ڪيو ويو آهي.

3- Has rest been taken? چا آرام ڪيو ويو آهي؟

4- Has radio set not been repaired?

چا ريڊيو سيٽ جي مرمت نه ڪئي ويئي آهي؟

EXERCISE NO (4):

Translate into English. انگريزيءَ ۾ ترجمو ڪريو.

(1) ڪرڪيٽ کيڏي ويئي آهي. (2) در کوليو ويو آهي.

(3) ٻوٽو نه پوکيو ويو آهي. (4) چا گيت ڳايو ويو آهي؟

(5) چا ڪتاب نه پڙهيو ويو آهي؟ (6) خط موڪليو ويو آهي.

(7) شاگرد کي گرامر نه سيکاريو ويو آهي. (8) هڪ ڳاڙهي پين نه خريد ڪئي ويئي آهي.

(9) چانهه تيار ڪئي ويئي آهي. (10) چا ڪرسي نه اٿي ويئي آهي.

PAST PERFECT TENSE
زمان ماضي كامل يا زمان ماضي بعيد

INTRODUCTION:

Such a form of verb which depicts that the subject began some work in previous time and it was completed in the same time that is called **"Past Perfect Tense".**

تعارف: فعل جي اهڙي صورت جيڪا ظاهر ڪري ته فاعل (Subject) ڪو ڪم ماضي (Past) ۾ شروع ڪيو ۽ پڻ ساڳئي وقت ۾ پورو ڪيو ته اهڙي زمان کي "زمان ماضي كامل يا زمان ماضي بعيد" سڏبو آهي.

EXAMPLES:

1- I had bought a book. مان هڪ ڪتاب خريد ڪيو هو.

2- He had broken the glass. هن گلاس ڀڳو هو.

MAIN POINTS

POINT (1) "Third form" (Past Participle) is used in this tense.

نوٽ (1): هن زمان ۾ فعل جي تئين صورت (اسم مفعول) استعمال ڪئي ويندي آهي.

POINT (2): "Had" is the only helping verb of this tense, and is used with all the subjects.

نوٽ (2): "Had" هن زمان جو واحد مدد گار فعل (Helping verb)

آهي، ۽ پڻ سيني فاعلن سان استعمال ڪيو ويندو آهي:

Rules for changing the voice of this tense
هن زمان جي صيغي جي تبديل ڪرڻ جا اصول

FROM ACTIVE INTO PASSIVE VOICE

I had plucked a flower. (Active).

POINT (1): "Had been" is used as helping verb before the third form (Past participle).

نوٽ (1): "Had been" بحيثيت مددگار فعل (Helping verb) جي فعل جي ٽئين صورت (اسم مفعول) کان اڳ ۾ استعمال ڪيو ويندو آهي.

PROOF:

A flower had been plucked by me. (Passive).

POINT (2): In negative sentences "not" is used between "Had" and "been".

نوٽ (2): ناڪاري جملن ۾ "not" کي "Had" ۽ "been" جي وچ ۾ استعمال ڪيو ويندو آهي.

PROOF:

They had not plucked flowers. (Active).

Flowers had not been plucked by them. (Passive).

POINT (3): In interrogative sentences "Had" is placed before the subject and "been" is put after the subject.

نوٽ (3): سوالي جملن ۾ "Had" کي فاعل کان اڳ ۾ رکيو ويندو آهي ۽ "been" کي فاعل کان پوءِ رکيو ويندو آهي.

PROOF:

Had he plucked a flower? (Active)

Had a flower been plucked by him? (Passvie)

POINT (4): In interrogative & Negative sentences "Had" is placed before the subject and "not" is kept between the "subject" and "been".

نوٽ (4): سوالي ناڪاري جملن ۾ "Had" کي فاعل کان اڳ ۾ رکيو ويندو آهي ۽ "not" کي فاعل ۽ "been" جي وچ ۾ رکيو ويندو آهي.

PROOF:

Had she not plucked a flower? (Active)

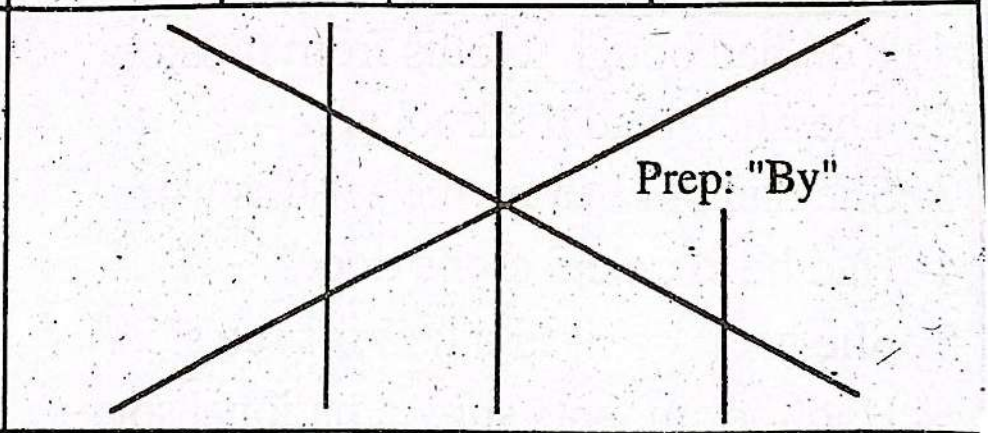
Had a flower not been plucked by her? (Passive)

DIAGRAM

Sample: I had plucked a flower.

مان هڪ گل پٽيو هو (يا) مان هڪ گل پٽي چڪو هوس.

Voice	Subject	H.V	M. Verb 3rd	Object
Active	I	had	plucked	a flower



Passive	A flower	had been	plucked	by	me.

A flower had been plucked by me.

هک گل مون کان پتیو ویو هو (یا) هک گل مون کان پتجي چکو هو.

FORMULA

Active = Subjet + (H.V) had + M.V-III + Object

Passive = Subject + (H.V) had + been + M.V-III + by + Object.

TABLE

ACTIVE VOICE	PASSIVE VOICE
1- I had completed the work.	1- The work had been completed by me.
2- You had sewn the shirt.	2- The shirt had been sewn by you.
3- She had not bought a purse.	3- A purse had not been bought by her.
4- Had he taken tea?	4- Had tea been taken by him?
5- Had they not supported me?	5- Had I not been supported by them?

EXERCISE NO (1): Put into the Passive Voice.

1- You had bought cloths from market.
2- They had read the books.
3- She had not beaten me for this work.
4- Had he knocked at the door?
5- She had not hired a taxi for sea side.
6- Had the students sung a national song?
7- Riaz had wanted to get admission in this college.

8-The teacher had directed them to do this work.
9- He had selected me for this post.
10- You had not marked those papers.
11- Your views had not impressed me.
12- Had the dog not bitten him?
13- The teacher had allowed me to go home.
14- They had attended the meeting.
15- The teacher had delivered the lecture in the class.

FROM PASSIVE INTO ACTIVE VOICE

POINT (1): For changing this tense from passive into Active voice "been" is omitted.

نوٽ (1): هن زمان کي صيغي مجهول (Passive Voice) مان صيغي معروف (Active Voice) ۾ تبديل ڪرڻ لاءِ "been" کي ختم ڪيو ويندو آهي.

POINT (2): "Third form" (Past participle) is not changed.

نوٽ (2): فعل جي تئين صورت (اسم مفعول) کي تبديل نه ڪيو ويندو آهي.

POINT (3): Preposition "By" is dropped.

نوٽ (3): حرف جر "by" کي ختم ڪيو ويندو آهي.

POINT (4): Bring the subject and object to their actual places.

نوٽ (4): فاعل (Subject) ۽ مفعول (Object) کي پنهنجين اصلي جڳهن تي آڻيو.

TABLE

PASSIVE VOICE	ACTIVE VOICE
1- The field had been watered by the farmer.	1- The farmer had watered the field.
2- The law had been violated by them.	2- They had violated the law.
3- A deer had not been hunted by the hunter.	3- The hunter had not hunted a deer.
4- Had a song been sung by Ali?	4- Had Ali sung a song?
5- Had a lie not been told by Aslam?	5- Had Aslam not told a lie?.

EXERCISE NO (2): Put into the Active voice.

1- The aeroplane had been landed by him on the airport.
2- An interesting story had been told by maternal grand mother.
3- You had not been thanked by them for your help.
4- Every danger had been faced by me.
5- This book had not been published by him.
6- A lesson had been read by the student in the class.
7- Had a match not been played by Muhsan?
8- A loan had been taken by you from bank.
9- The examination had been taken by the students.

10- The enemy had been captured by our brave army.
11- The match had not been lost by this team.
12- Had the poor been helped by the rich?
13- Their pupils had been guided by the teacher.
14- The fresh eggs had not been bought by the servant.
15- I had been given a gift by my brother.

EXERCISE NO (3)

Change from one voice into other.

1- The girl had knitted the sweaters.
2- Pakistan had been loved by us heartily.
3- Cement had not been imported by you.
4- A political party had taken out the procession.
5- I had not refused to help you.
6- It had never been repeated by him.
7- Had he obeyed me?
8- You had not advised your son.
9- Lame excuses had not been made by me.
10- A foul game had been played by them.
11- Had the gardener watered the plants?
12- When had the examination been passed by you?
13- Why had I not preached Islam?
14- Had your friend been recognized by you?
15- The boys had not remembered this incident.

TRANSLATION

NOTE: For translating this tense according to Passive Voice, rules are same as stated in the beginning of this tense.

نوٽ: هن زمان جي صيغي مجهول (Passive Voice) جي مطابق ترجمي ڪرڻ لاءِ قاعدا ساڳيا آهن، جيڪي هن زمان جي شروعات ۾ بيان ڪيا ويا آهن.

EXAMPLES:

1-A pen had been bought. پين خريد ڪئي ويئي هئي.

2- A doll had not been made. گڏي نه ٺاهي ويئي هئي.

3- Had T.V been watched? چا ٽي وي ڏٺي ويئي هئي؟

4- Had furniture not been made? چا فرنيچر نه ٺاهيو ويو هو؟

EXERCISE NO (4):

Translate into English انگريزيءَ ۾ ترجمو ڪريو.

(1) سوال حل ڪيو ويو هو. (2) ڪٿون ڏٺي ويئي هئي.

(3) نانگ نه ماريو ويو هو. (4) ڪي نه قاسايو ويو هو.

(5) چا گهوڙو ڏٺو ويو هو؟ (6) ميچ نه ڪتي ويئي هئي.

(7) چا ڪير نه پيتو ويو هو؟ (8) چا ڪر ڪيت کيڏي ويئي هئي؟

(9) ڪتاب پڙهيو ويو هو؟ (10) پروگرام ملتوي نه ڪيو ويو هو.

Action may not be always happiness; but here is no happiness without action

FUTURE PERFECT TENSE
زمان مستقبل كامل

INTRODUCTION:

Such a form of verb which depicts that an action will be completed at a certain time in the future that is called **"Future Perfect Tense"**.

تعارف: فعل جي اهڙي صورت جيڪا واضح ڪري تہ ڪو ڪم يا عمل ايندڙ وقت ۾ ڪنهن خاص وقت تي پورو ڪيو ويندو، تنهن کي "زمان مستقبل كامل" سڏيو ويندو آهي.

EXAMPLES:

1- I shall have received a letter. مان هڪ خط حاصل ڪري چڪندس.

2- You will have completed a project. تون منصوبو پورو ڪري چڪندين.

MAIN POINTS

POINT (1) "Third form" (Past Participle) is used in this tense.

نوٽ: هن زمان ۾ فعل جي ٽئين صورت (اسم مفعول) استعمال ڪئي ويندي آهي.

POINT (2): "Shall have" and "Will have" are the helping verbs of this tense.

نوٽ (2): "Shall have" ۽ "Will have" هن زمان جا مددگار فعل (Helping verbs) آهن.

POINT (3): "Shall have" is used with first person

(I, We) and "will have" is used with all the subjects except first person (I, We).

نوٽ (3): "Shall have" ضمير متڪلم يعني (I, We) سان استعمال ٿيندو آهي ۽ "Will have" سيني فاعلن سان سواءِ ضمير متڪلم (I, We) جي استعمال ڪيو ويندو آهي.

Rules for changing the voice in this tense
ھن زمان ۾ جملن کي حق ۾ تبديل ڪرڻ جا اصول

FROM ACTIVE INTO PASSIVE VOICE

I shall have plucked a flower. (Active)

POINT (1): "Shall have been" or "Will have been" is used as helping verb before the third form (Past Participle).

نوٽ (1): "Shall have been" يا "Will have been" مددگار فعل جي حيثيت سان فعل جي تئين صورت (اسم مفعول) کان اڳ ۾ استعمال ڪيو ويندو آهي.

PROOF:

A flower will have been plucked by me. (Passive)

POINT (2): In negative sentences "not" is placed between "Shall/ Will" and "have been".

نوٽ (2): ناڪاري جملن ۾ "Shall/ Will" کي "not" ۽ "have been" جي وچ ۾ رکيو ويندو آهي.

PROOF:

You will not have plucked a flower. (Active).

A flower will not have been plucked by you. (Passive).

POINT (3): In interrogative sentences "shall/ will" is placed before the subject and "have been" is put after the subject.

نوٽ (3): سوالي جملن ۾ "Shall/ Will" کي فاعل کان اڳ ۾ رکيو ويندو آهي ۽ "have been" کي فاعل کانپوءِ رکيو ويندو آهي.

PROOF:

Shall we have plucked flowers? (Active)

Will flowers have been plucked by us? (Passive).

POINT (4): In Interrogative & Negative sentences "shall/ will" is used before the subject and "not" is kept between the "subject" and "Have been".

نوٽ (4): سوالي ناڪاري جملن ۾ "Shall/ Will" کي فاعل کان اڳ ۾ رکيو ويندو آهي ۽ "not" کي فاعل ۽ "Have been" جي وچ ۾ رکيو ويندو آهي.

PROOF:

Will he not have plucked a flower (Active)

Will a flower not have been plucked by him? (Passive).

DIAGRAM

Sample: I shall have plucked a flower. مان هڪ گل پٽي چڪندس.

ACTIVE AND PASSIVE VOICE WITH TITANIC POINTS

Voice	Subject	H.V	M. Verb 3rd	Object
Active	I	shall have	plucked	a flower
			Prep: "By"	
Passive	A flower	will have been	plucked	by	me.

A flower will have been plucked by me. هڪ گل مون کان پنجي چڪندو.

FORMULA

Active = Subject + (H.V) Shall have/ will have + M.V-III + Object.

Passive = Subject+(H.V) shall have/will have +been+ M.V-III+ by + Object.

TABLE

ACTIVE VOICE	PASSIVE VOICE
1- I shall have paid fees.	1- Fees will have been paid by me.
2- You will have forgiven us.	2- We shall have been forgiven by you.
3- He will not have won the match.	3- The match will not have been won by him.
4- Will she have read a newspaper.	4- Will a newspaper have been read by her?
5- Shall we not have got good marks?	5- Will good marks not have been got by us?

EXERCISE NO (1): Put into the Passive Voice.

1- She will have injured his foot.
2- The farmer will have levelled the field.
3- He will not have wound the clock.
4- Will they have cheated us?
5- Shall we not have seen the moon?
6- The villagers will have chased the thief.
7- He will have thrown a flower to her.
8- Will you have packed your goods?
9- I shall not have made speech in the meeting.
10- Every Pakistani will have laid down his life for Pakistan.
11- Will he have back - bitten me?
12- Will the enemy not have won the battle?
13- Why will they have refused to give us their gun?
14- How will you have kicked the ball?
15- Will they have informed the police about theft?

FROM PASSIVE INTO ACTIVE VOICE

POINT (1): For changing this tense from Passive into Active, "been" is omitted.

نوٽ (1): هن زمان کي صيغي مجهول (Passive Voice) مان صيغي معروف (Active Voice) ۾ تبديل ڪرڻ لاءِ "been" کي ختم ڪيو ويندو آهي.

POINT (2): "Third form" (Past Participle) is not changed.

نوٽ (2): فعل جي ٽئين صورت (اسم مفعول) کي تبديل نہ ڪيو ويندو آهي.

POINT (3): Preposition "by" is dropped.

نوٽ (3): حرف جر "By" کي ختم ڪيو ويندو آهي.

POINT (4): Bring the subject and object to their actual places.

نوٽ (4): فاعل (Subject) ۽ مفعول (Object) کي پنهنجين اصلي جڳهن تي آڻيو.

TABLE

PASSIVE VOICE	ACTIVE VOICE
1- A dictionary will have been read by me.	1- I shall have read a dictionary.
2- Tea will have been prepared by her.	2- She will have prepared tea.
3- A cup will not have been broken by the child.	3- The child will not have broken a cup.
4- Will you have been fined by me?	4- Shall I have fined you?
5- Shall I not have been abused by her?	5- Will she not have abused me?

EXERCISE NO (2): Put into the Active Voice.

1- He will have been deceived by me.

2- A Motorcycle will have been bought by his father.

3- Songs will not have been sung by the girls.

4- Will my clothes have been washed by me?

5- My leg will not have been pulled by him.
6- Will exercise not have been taken by Zahid?
7- The door will have been knocked at by you.
8- Your watch will not have been wound by you yourself.
9- Her hair will have been combed by her.
10- Will you have been known to me?
11- People will have been invited to tea by us.
12- Will simple people have been deceived by them?
13- You will not have been informed by me.
14- Food have been prepared by her at home.
15- A new suit will not have been worn by Zainab.

EXERCISE NO (3):

Change from one voice into other.

1- He will have spoken the truth.
2- Cold will have been felt by her.
3- I shall not have helped you in every way.
4- This peom will not have been learnt by Fozia.
5- Why will you have made noise?
6- Will alarm have been given by the driver?
7- She will have ironed the clothes.
8- His house work will not have been finished by Waheed.
9- Munawar will have posted these letters in the post box.
10- Tea will not have been offered by us to them.

11- I shall have auctioned the car.

12- Police will have tortured the thief.

13- He will have been deceived by her.

14- Riaz will have befooled his friend.

15- I shall not have been met by him.

TRANSLATION

NOTE For translating this tense according to Passive voice, rules are same as stated in the beginning of this tense.

نوٽ: هن زمان جي صيغي مجهول (Passive Voice) جي مطابق ترجمي ڪرڻ لاءِ قاعدا ساڳيا آهن، جيڪي هن زمان جي شروعات ۾ بيان ڪيا ويا آهن.

EXAMPLES:

1- A noise will have been made. گوڙ ڪجي چڪندو.

2- A book will not have been read. هڪ ڪتاب نه پڙهجي چڪندو.

3- Will tea have been taken? چا چانهه پيٺجي چڪندي؟

4- Will a game not have been played? چا راند نه کيڏجي چڪندي؟

EXERCISE NO (4):

Translate into English. انگريزيءَ ۾ ترجمو ڪريو.

(1) پاڻي پيجي چڪندو. (2) نانگ مارجي چڪندو.

(3) پکي نه ڦاسائجي چڪندو. (4) انعام ڪٽجي نه چڪندو.

(5) چا خط لکجي چڪندو؟ (6) چا ٻوٽي کي پاڻي ڏجي چڪندو؟

(7) چا ڪتاب خريد نه ٿجي چڪندا. (8) چا هنن جي مدد ٿجي چڪندي؟

(9) گيت ڳائجي چڪندو. (10) ڪپڑا ڏوئجي چڪندا.

PRESENT POTENTIAL TENSE
زمان حال امڪاني

INTRODUCTION:

Such a form of verb which expresses the complete power or strength of the subject in doing some work in current time that is called **"Present Potential Tense"**.

تعارف: فعل جي اهڙي صورت جيڪا ظاهر ڪري تہ فاعل (Subject) ڪو ڪم مڪمل طاقت يا سگهہ سان هلندڙ وقت ۾ ڪري ٿو تہ انهي کي "زمان حال امڪاني" چئبو آهي.

Examples:

1- I can invent a watch. مان هڪ واچ ايجا ڪري سگهان ٿو.

2- She can prepare tea. هوءَ چانهہ تيار ڪري سگهي ٿي.

MAIN POINTS

POINT (1): "First form" of the verb is used in this tense.

نوٽ (1): هن زمان ۾ فعل جي پهرين صورت استعمال ڪئي ويندي آهي.

POINT (2): "Can" is the helping verb of this tense, which is used with all the subjects.

نوٽ (2): "Can" هن زمان جو مددگار فعل (Helping verb) آهي جيڪو سيني فاعلن سان استعمال ڪيو ويندو آهي.

Rules for changing the voice of this tense
هن زمان جي صيغي جي تبديل ڪرڻ جا اصول

FROM ACTIVE INTO PASSIVE VOICE

I can pluck a flower. (Active)

POINT (1): "Can be" is used as helping verb before the third form (Past Participle).

نوٽ (1): "Can be" بحيثيت مددگار فعل (Helping verb) جي فعل جي ٽئين صورت (اسم مفعول) کان اڳ ۾ استعمال ڪيو ويندو آهي.

PROOF:

A flower can be plucked by me. (Passive)

POINT (2): In negative sentences "Not" is used between "can" and "be".

نوٽ (2): ناڪاري جملن ۾ "not" کي "can" ۽ "be" جي وچ ۾ استعمال ڪيو ويندو آهي.

PROOF:

Ali can not pluck a flower. (Active).

A flower can not be plucked by Ali. (Passive).

POINT (3): In interrogative sentences "can" is placed before the subject and "be" is kept after the subject.

نوٽ (3): سوالي جملن ۾ "can" کي فاعل کان اڳ ۾ رکيو ويندو آهي ۽ "be" کي فاعل کانپوءِ رکيو ويندو آهي.

PROOF:

Can you pluck a flower? (Active).

Can a flower be plucked by you? (Passive).

POINT (4): In Interrogative & Negative sentences "can" is placed before the subject and "not" is kept between the "subject" and "be".

نوٽ (4): سوالي ناڪاري جملن ۾ "Can" کي فاعل کان اڳ ۾ رکيو ويندو آهي ۽ "not" کي فاعل ۽ "be" جي وچ ۾ رکيو ويندو آهي.

PROOF:

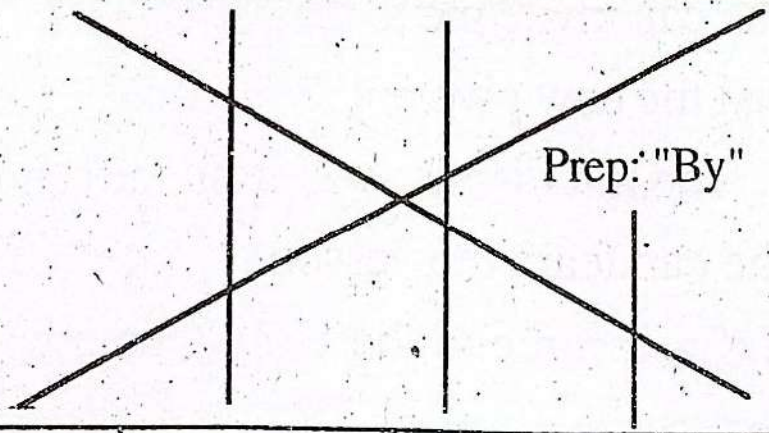
Can they not pluck flowers? (Active)

Can flowers not be plucked by them? (Passive).

DIAGRAM

Sample: I can pluck a flower. مان هڪ گل پٽي سگهان ٿو.

Voice	Subject	H.V	M. Verb 1st	Object
Active	I	can	pluck	a flower
Passive	A flower	can be	plucked	by me.



ACTIVE AND PASSIVE VOICE WITH TITANIC POINTS

A flower can be plucked by me. .ڪ گل مون کان پنجي سگهجي ٿو

FORMULA

Active: Subject + (H.V) can + M.V-I + Object.

Passive: Subject + (H.V) can + be + M.V-III + by + object.

TABLE

ACTIVE VOICE	PASSIVE VOICE
1- I can tell a lie.	1- A lie can be told by me.
2- You can buy a car.	2- A car can be bought by you.
3- They can not play cricket.	3- Cricket can not be played by them?
4- Can he sing a song?	4- Can a song be sung by him?
. Can she not prepare tea?	5- Can tea not be prepared by her?

EXERCISE NO (1): Put into the Passive Voice.

1- I can kill a snake.

2- He can open the window.

3- She can invite me to tea.

4- Can the cow give milk?

5- He can not dismiss you from the service.

6- She can learn this lesson.

7- Hafiz can recite the Holy Quran with charming voice.

8- Waheed can draw a beautiful picture.

9- You can not buy two tickets for journey.

10- He can sell potatoes.

11- They can not build this house for you.

12- Asia can lose her purse in the garden.

13- Can he polish his shoes himself?

14- Ali can knock at the door?

15- Fozia can not like eggs.

FROM PASSIVE INTO ACTIVE VOICE

POINT (1): For changing this tense from Passive into Active Voice "be" is omitted.

نوٽ (1): هن زمان کي صيغي مجهول (Passive Voice) مان صيغي معروف (Active Voice) ۾ تبديل ڪرڻ لاءِ "be" کي ختم ڪيو ويندو آهي.

POINT (2): "Third form" (Past Participle) is changed into "First form".

نوٽ (2): فعل جي تئين صورت (اسم مفعول) کي فعل جي پهرين صورت (First form) ۾ تبديل ڪيو ويندو آهي.

POINT (3): Preposition "By" is dropped.

نوٽ (3): حرف جر "By" کي ختم ڪيو ويندو آهي.

POINT (4): Bring the subject and object to their actual places.

نوٽ (4): فاعل (Subject) ۽ مفعول (Object) کي پنهنجن اصلي جڳهن ۾ آڻيو.

TABLE

PASSIVE VOICE	ACTIVE VOICE
1- My book can be stolen by him.	1- He can steal my book.
2- This pot can be broken by you.	2- You can break this pot.
3- A new pen can not be bought by me.	3- I can not buy a new pen.
4- Can a trophy be won by them?	4- Can they win a trophy?
5- Can this house not be built by us?	5- Can we not build this house?.

EXERCISE NO (2): Put into the Active Voice.

1- His home work can be finished by him.

2- A book can be wanted by you.

3- Exercise can not be taken by the people.

4- Can a kite be flown by Ahmed?

5- Can your camera not be lent by you to me?

6- A lion can not be killed by him.

7- Can an essay be written by Ahmed?

8- Can you be obliged by us every where?

9- Can caps not be worn by them on Eid?

10- We can be called by our mother.

11- A picture can not be painted by Afzal.

12- Can this class be left by the teacher?

13- Can we not be taught English by Aftab?

14- Aslam can be beaten by Saqib.

15- Your teacher can be obeyed by you every where.

EXERCISE NO (3):

Change from one voice into other:

1- His shop can be closed by him.

2- Water can be drunk by you.

3- We can not celebrate the eid.

4- A bird can not be caught by her.

5- Head Master can call him.

6- Can he not receive a telegram?

7- Can the poor not be laughed at by them?

8- Nasima can light the fire in the kitchen.

9- Can a sum be taught by him?

10- Can he not make a doll for his baby?

11- Why can you help him?

12- The match can not be played by them.

13- A map can be seen by an engineer.

14- Hockey can be played by you in the ground.

15- The boys can laugh at the beggar.

TRANSLATION

NOTE: For translating this tense according to passive voice, rules are same as stated in the beginning of this tense.

نوٽ: هن زمان جي صيغي مجهول (Passive Voice) جي مطابق ترجمي ڪرڻ لاءِ قاعدا ساڳيا آهن، جيڪي هن زمان جي شروعات ۾ بيان ڪيا ويا آهن.

Examples:

1- Window can be shut. دري بندي ڪري سگهجي ٿي.

2- A thief can not be caught. چور نه پڪڑجي سگهجي ٿو.

3- Can the sum be solved? ڇا حساب حل ٿي سگهجي ٿو؟

4- Can a poem not be remembered? ڇا بيت ياد نه ڪري سگهجي ٿو؟

EXERCISE NO (4):

Translate into English. انگريزيءَ ۾ ترجمو ڪريو.

(1) بڪ ڪٽي سگهجي ٿو.

(2) ڪم پورو ڪري سگهجي ٿو.

(3) توکي سڏ نه ڪري سگهجي ٿو.

(4) ميوو ڪامجي نه سگهجي ٿو.

(5) ڇا نانگ مارجي سگهجي ٿو؟

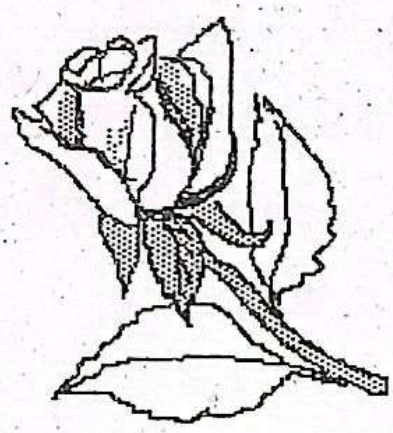
(6) ڇا لغڑ اڏارجي سگهجي ٿو؟

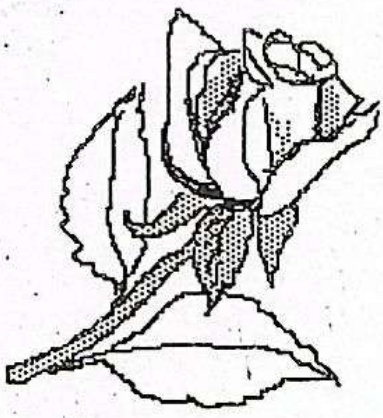
(7) ڇا هن کي مارجي نه سگهجي ٿو؟

(8) ڇا وڻ نه ڪٽجي سگهجي ٿو؟

(9) هڪ ڪتاب پڙهجي سگهجي ٿو.

(10) هڪ صوف ڪائجي سگهجي ٿو.





PAST POTENTIAL TENSE
زمان ماضي امكاني

INTRODUCTION:

Such a form of verb which expresses the complete power or strength of the subject in doing some work in previous time that is called **"Past Potential Tense"**.

تعارف: فعل جي اهڙي صورت جيڪا گذريل وقت ۾ فاعل جي ڪنهن ڪم ڪرڻ جي مڪمل طاقت يا سگهه کي ظاهر ڪري تہ ان کي "زمان ماضي امكاني" چئبو آهي.

Examples:

1- I could use your bicycle. مان تنهنجي سائيڪل استعمال ڪري سگهيس.

2- You could cut a tree. تون هڪ وڻ ڪٽي سگهين.

MAIN POINTS

POINT (1): "First form" of the verb is used in this tense.

نوٽ (1): هن زمان ۾ فعل جي پهرين صورت (First form) استعمال ڪئي ويندي آهي.

POINT (2): "Could" is the only helping verb of this tense, which is used with all the subjects.

نوٽ (2): "Could" هن زمان جو مددگار فعل (Helping verb) آهي جيڪو سمورن فاعلن سان استعمال ڪيو ويندو آهي.

Rules for changing the voice of this tense
هن زمان جي صيغي جي تبديل ڪرڻ جا اصول

FROM ACTIVE INTO PASSIVE VOICE

I could pluck a flower. (Active)

POINT (1): "Could be" is used as helping verb before the third form (Past Participle).

نوٽ (1): "Could be" بحيثيت مددگار فعل (Helping verb) جي فعل جي ٽئين صورت (اسم مفعول) کان اڳ ۾ استعمال ڪيو ويندو آهي.

PROOF:

A flower could be plucked by me. (Passive).

POINT (2): In negative sentences "not" is used between "could" and "be".

نوٽ (2): ناڪاري جملن ۾ "not" کي "Could" ۽ "be" جي وچ ۾ استعمال ڪيو ويندو آهي.

PROOF:

We could not pluck a flower. (Active)

A flower could not be plucked by us. (Passive).

POINT (3): In interrogative sentences "could" is placed before the subject and "be" is kept after the subject.

نوٽ (3): سوالي جملن ۾ "Could" کي فاعل کان اڳ ۾ رکيو ويندو آهي ۽ "Be" کي فاعل کانپوءِ رکيو ويندو آهي.

PROOF: -

Could they pluck flowers? (Active).

Could flowers be plucked by them? (Passive)

POINT (4): In Interrogative & Negative sentences "could" is put before the subject and "not" is placed between the "Subject" and "be".

نوٽ (4): سوالي ناڪاري جملن ۾ "Could" کي فاعل کان اڳ ۾ رکيو ويندو آهي ۽ "not" کي فاعل ۽ "be" جي وچ ۾ رکيو ويندو آهي.

PROOF:

Could he not pluck a flower? (Active).

Could a flower not be plucked by him? (Passive)

DIAGRAM

Sample: I could pluck a flower. مان هڪ گل پٽي سگهيس.

Voice	Subject	H.V	M. Verb 1st	Object	
Active	I	could	pluck	a flower	
			Prep: "By"		
Passive	A flower	could be	plucked	by	me.

ACTIVE AND PASSIVE VOICE WITH TITANIC POINTS

A flower could be plucked by me. هڪ گل مون کان پنجي سگهيو.

FORMULA

Active: Subject + (H.V) could + M.V-I + Object.

Passive: Subject + (H.V) could + be + M.V-III + by + Object.

TABLE

ACTIVE VOICE	PASSIVE VOICE
1- I could play a game.	1- A game could be played by me.
2- She could prepare tea.	2- Tea could be prepared by her.
3- He could not catch the ball.	3- The ball could not be caught by him.
4- Could she fry the fish?	4- Could the fish be fried by her?
5- Could they not watch the film?	5- Could the film not be watched by them?

EXERCISE NO (1): Put into the Passive Voice.

1- I could finish my work myself.

2- We could use your books.

3- They could give him a very attractive present.

4- We could not open the boxes.

5- Could people speak english all over the world?

6- He could not build a house.

7- You could answer all the questions.

8- Could she not blame me for something?

9- They could send Ayaz abroad.

10- I could forget the whole incident after a few days.

11- He could tell me a story.

12- You could not plan your work carefully.

13- Could he give me a pair of pens?

14- You could not read an interesting story.

15- Could you not invite me to dinner?

FROM PASSIVE INTO ACTIVE VOICE

POINT (1): For changing this tense from passive into Active voice , "be" is omitted.

نوٽ (1): هن زمان کي صيغي مجهول (Passive Voice) مان صيغي معروف (Active Voice) ۾ تبديل ڪرڻ لاءِ "be" کي ختم ڪيو ويندو آهي.

POINT (2): "Third form" (Past participle) is changed into "first form".

نوٽ (2): فعل جي تئين صورت (اسم مفعول) کي فعل جي پهرين صورت (First form) ۾ تبديل ڪيو ويندو آهي.

POINT (3): Preposition "by" is dropped.

نوٽ (3): حرف جر "By" کي ختم ڪيو ويندو آهي.

POINT (4): Bring the subject and object to their actual places.

نوٽ (4): فاعل (Subject) ۽ مفعول (Object) کي پنهنجين اصلي جڳهن تي آڻيو.

TABLE

PASSIVE VOICE	ACTIVE VOICE
1- My watch could be stolen by him.	1- He could steal my watch.
2- He could be fed by you.	2- You could feed him.
3- The book could not be taken by her.	3- She could not take the book.
4- Could my pen be used by him?	4- Could he use my pen?
5- Could you not be obliged by me?	5- Could I not oblige you?

EXERCISE NO (2): Put into the Active Voice.

1- He could be offered by me a cup of a tea.
2- The honest man could be admired by us.
3- The tree could not be cut by him.
4- Good news could be expected by them.
5- Could my pocket be picked by some one?
6- The beggar could not be laughed at by the boys.
7- An interesting matter could be told by my aunt.
8- Could the mouse not be killed by the cat?
9- A dam could be built by them.
10- A pen could not be given by him to me.
11- I could be impressed with his hard work.
12- He could be made monitor by the teacher.

13- Could that name never be heard by me?

14- A ticket could be given by him to me.

15- All my books could be taken by Muhsan.

EXERCISE NO (3):

Change from one voice into other.

1- I could fetch cold water from the well.

2- Exercise could be taken by the people.

3- Could you lend me your camera?

4- Could your purse be lost by you?

5- He could not fly a kite.

6- The essay could not be written by him.

7- Could she not press my coat?

8- Could a ticket not be bought by you for this girl?.

9- Ali Ahmed could drink cold water.

10- Cakes could be eaten by me.

11- The match could not be won by the boys.

12- Could Akram not paint the picture?

13- The dishes could not be washed by Fatima.

14- Could Riaz teach Ayaz English and Maths?

15- Your teacher could be obeyed by you.

TRANSLATION

NOTE: For translating this tense according to Passive voice, rules are same as stated in the

beginning of this tense.

نوٽ: هن زمان جي صيغي مجهول (Passive Voice) جي مطابق ترجمي ڪرڻ لاءِ قاعدا ساڳيا آهن، جيڪي هن زمان جي شروعات ۾ بيان ڪيا ويا آهن.

Examples:

1- An apple could be eaten. هڪ صوف کائجي سگهيو.

2- A game could not be played. هڪ راند کيڏجي نه سگهي.

3- Could a book be read? ڇا هڪ ڪتاب پڙهجي سگهيو؟

4- Could a chair not be repaired? ڇا هڪ ڪرسي جي مرمت نه ٿجي سگهي؟

EXERCISE NO (4):

Translate into English. انگريزيءَ ۾ ترجمو ڪريو.

(1) ڪرڪيٽ کيڏجي سگهي. (2) تصوير ٺاهجي سگهي.

(3) گيت نه ڳائجي سگهيو. (4) انب نه کائجي سگهيو.

(5) ڇا پين خريدجي سگهي؟ (6) ڇا خط پڙهجي سگهيو؟

(7) ڇا در نه کڙکائجي سگهيو؟ (8) ڇا پاڻي نه پيئجي سگهيو؟

(9) ڪتاب لکجي سگهيو. (10) چوکرو سڏجي سگهيو.

To accomplish great thing, we must not act but also dream, not only plan but also believe.

PRESENT AORIST TENSE
زمان حال مضارع

INTRODUCTION:

Such a form of verb which demonstrates Permission, Possibility, Purpose or desire of the subject in going or coming time that is called **"Present Aorist Tense"**.

تعارف: فعل جي اهڙي صورت جيڪا فاعل (Subject) جي اجازت، امڪان، مقصد يا خواهش کي زمان "حال" يا "مستقبل" ۾ ظاهر ڪري تہ اهڙي فعل کي "زمان حال مضارع" چئبو آهي.

Examples:

1- Ahmed may cut an apple. احمد هڪ صوف ڪتي.

2- You may sing a song. تون هڪ گيت ڳائين.

MAIN POINTS

POINT (1): "First form" of the verb is used in this tense.

نوٽ (1): هن زمان ۾ فعل جي پهرين صورت (First form) استعمال ڪئي ويندي آهي.

POINT (2): "May" is the helping verb of this tense, which is used with all the subjects.

نوٽ (2): "May" هن زمان جو مددگار فعل (Helping verb) آهي جيڪو سڀني فاعلن سان استعمال ڪيو ويندو آهي.

Rules for changing the voice of this tense
هن زمان جي صيغي جي تبديل ڪرڻ جا اصول

FROM ACTIVE INTO PASSIVE VOICE

I may pluck a flower. (Active)

POINT (1): "May be" is used as helping verb before the third form (Past Participle).

نوٽ (1): "May be" بحيثيت مدد گار فعل (Helping verb) جي فعل جي ٽئين صورت (اسم مفعول) کان اڳ ۾ استعمال ڪيو ويندو آهي.

PROOF:

A flower may be plucked by me. (Passive).

POINT (2): In negative sentences "not" is used between "may" and "be".

نوٽ (2): ناڪاري جملن ۾ "not" کي "may" ۽ "be" جي وچ ۾ استعمال ڪيو ويندو آهي.

PROOF:

We may not pluck flowers. (Active)

Flowers may not be plucked by us. (Passive).

POINT (3): In interrogative sentences "may" is placed before the subject and "be" is kept after the subject.

نوٽ (3): سوالي جملن ۾ "may" کي فاعل کان اڳ ۾ رکيو ويندو آهي ۽ "Be" کي فاعل کانپوءِ رکيو ويندو آهي.

PROOF:

May we pluck flowers? (Active).

May flowers be plucked by us? (Passive)

POINT (4): In Interrogative & Negative sentences "may" is put before the subject and "not" is placed between the "Subject" and "be".

نوٽ (4): سوالي ناڪاري جملن ۾ "may" کي فاعل کان اڳ ۾ رکيو ويندو آهي ۽ "not" کي فاعل ۽ "be" جي وچ ۾ رکيو ويندو آهي.

PROOF:

May they not pluck flowers? (Active).

May flowers not be plucked by them? (Passive)

DIAGRAM

Sample: I may pluck a flower. مان هڪ گل ٿڌيان.

Voice	Subject	H.V	M. Verb 1st	Object
Active	I	may	pluck	a flower
			Prep: "By"	
Passive	A flower	may be	plucked	by me.

A flower may be plucked by me.

هڪ گل مون کان پٽجي (يا) هڪ گل مون کان پٽيو وڃي.

FORMULA

Active: Subject + (H.V) may + M.V-I + Object.

Passive: Subject + (H.V) may + be+ M.V-III + by + Object.

TABLE

ACTIVE VOICE	PASSIVE VOICE
1- I may eat a mango.	1- A mango may be eaten by me.
2- She may iron the clothes.	2- The clothes may be ironed by her.
3- You may not buy a pen.	3- A pen may not be bought by you.
4- May they play a game?	4- May a game be played by them?
5- May Ali not bring fruit?	5- May fruit not be brought by Ali?

EXERCISE NO (1): Put into the Passive Voice.

1-They may like her beauty.

2- When may you help me?

3- Ahmed may not read a novel.

4- May they play hockey in the ground?

5- Ali may sell fruit in the market.

6- May she not teach us English?

7- May they speak good Sindhi?

8- The farmer may not sow the seeds.

9- She may sing a song in the party.

10- He may print a new book.

11- May they search your luggage?

12- May the commanding officer not dismiss the troops?

13- He may not trace the criminal.

14- May she not promise you?

15- Iqbal may shut the window.

FROM PASSIVE INTO ACTIVE VOICE

POINT (1): For changing this tense from passive into Active voice , "be" is omitted.

نوٽ (1): هن زمان کي صيغي مجهول (Passive Voice) مان صيغي معروف (Active Voice) ۾ تبديل ڪرڻ لاءِ "be" کي ختم ڪيو ويندو آهي.

POINT (2): "Third form" (Past participle) is changed into "first form".

نوٽ (2): فعل جي ٽئين صورت (اسم مفعول) کي فعل جي پهرين صورت (First form) ۾ تبديل ڪيو ويندو آهي.

POINT (3): Preposition "by" is dropped.

نوٽ (3): حرف جر "By" کي ختم ڪيو ويندو آهي.

POINT (4): Bring the subject and object to their actual places.

نوٽ (4): فاعل (Subject) ۽ مفعول (Object) کي پنهنجين اصلي جڳهن تي آڻيو.

TABLE

PASSIVE VOICE	ACTIVE VOICE
1- A car may be driven by me.	1- I may drive a car.
2- Oranges may be eaten by him.	2- He may eat oranges.
3- Milk may not be drunk by you.	3- You may not drink milk.
4- May plants be watered by her?	4- May she water the plants?
5- May the child not be punished by you?	5- May you not punish the child?.

EXERCISE NO (2): Put into the Active Voice.

1- Cricket may be played by us.
2- A red pen may be bought by me.
3- Vegetables may not be cooked by my sister.
4- The sum may be solved by the student.
5- May we be taught urdu by the teacher?
6- I may be offered a service by her.
7- A prize may be received by them.
8- This book may not be wanted by us.
9- May the kites be flown by the girls on Basant?
10- A lion may be killed by the hunter.
11- The work may not be done by Ahmed.
12- My bag may be stolen by him.

13- The moon may be looked at by them.

14- This inkpot may not be broken by you.

15- May the door be knocked at by him?

EXERCISE NO (3):

Change from one voice into other.

1- You may hear the sound.

2- The peon may be warned by the officer.

3- He may teach us Arabic in these days.

4- A fish may be caught by you from the river.

5- She may not help the little girl.

6- A magazine may not be read by Ali.

7- May the boy make the picture?

8- May his duty be done by him himself?

9- We may not use the milk for making cheese?

10- May this house not be built by them?

11- He may post the letter in the letter box.

12- A chair may be repaired by the carpenter.

13- He may not bring four films.

14- Folk songs may not be sung by the girls at the stage.

15- Why may he be beaten by the teacher?.

TRANSLATION

NOTE: For translating this tense according to Passive voice, rules are same as stated in the

beginning of this tense.

نوٽ: هن زمان جي صيغي مجهول (Passive Voice) جي مطابق ترجمي ڪرڻ لاءِ قاعدا ساڳيا آهن، جيڪي هن زمان جي شروعات ۾ بيان ڪيا ويا آهن.

Examples:

1- Fruit may be bought. ميوو خريد ڪجي.

2- A lesson may not be read. سبق نه پڙهجي.

3- May a map be drawn? ڇا نقشو ڪڍجي؟

4- May eggs not be boiled? ڇا انڊا نه ابارجن؟

EXERCISE NO (4):

Translate into English. انگريزيءَ ۾ ترجمو ڪريو.

(1) دربند ڪجي. (2) ڇانهه پٽجي.

(2) پاڻي نه پرجي. (4) تصوير نه ٺاهجي.

(5) ڇا احمد کي سڏ ڪجي؟ (6) ڇا وارن کي ڦٽي ڏجي؟

(7) ڇا اسٽيج تي گيت نه ڳائجي؟ (8) ڇا ماني نه ڪائجي؟

(9) هار کي پيار ڪجي. (10) نانگ کي مارجي.

PAST AORIST TENSE
زمان ماضي مضارع

INTRODUCTION:

Such a form of verb which demonstrates the "incomplete wish" of the subject in previous time that is called "Past Aorist Tense".

تعارف: فعل جي اهڙي صورت جيڪا ماضي ۾ فاعل جي ڪنهن "اڻپوري خواهش" کي پڌرو ڪري تہ اهڙي فعل کي "زمان ماضي مضارع" چئبو آهي.

Examples:

1- I might help the poor. مان غريبن جي مدد ڪريان ها.

2- She might cook food. هوءَ کاڌو تيار ڪري ها.

MAIN POINTS

POINT (1): "First form" of the verb is used in this tense.

نوٽ (1): هن زمان ۾ فعل جي پهرين صورت (First form) استعمال ڪئي ويندي آهي.

POINT (2): "Might" is the helping verb of the tense, which is used with all the subjects.

نوٽ (2): "Might" هن زمان جو مدد گار فعل (Helping verb) آهي جيڪو سڀني فاعلن سان استعمال ڪيو ويندو آهي.

Rules for changing the voice of this tense
هن زمان جي صيغي جي تبديل ڪرڻ جا اصول

FROM ACTIVE INTO PASSIVE VOICE

I might pluck a flower. (Active)

POINT (1): "might be" is used as helping verb before the third form (Past Participle).

نوٽ (1): "might be" بحيثيت مددگار فعل (Helping verb) جي فعل جي تئين صورت (اسم مفعول) کان اڳ ۾ استعمال ڪيو ويندو آهي.

PROOF:

A flower might be plucked by me. (Passive).

POINT (2): In negative sentences "not" is used between "might" and "be".

نوٽ (2): ناڪاري جملن ۾ "might" کي "not" ۽ "be" جي وچ ۾ استعمال ڪيو ويندو آهي.

PROOF:

He might not pluck a flower. (Active).

A flower might not be plucked by him. (Passive).

POINT (3): In interrogative sentences "might" is placed before the subject and "be" is kept after the subject.

نوٽ (3): سوالي جملن ۾ "might" کي فاعل کان اڳ ۾ رکيو ويندو آهي ۽ "Be" کي فاعل کان پوءِ رکيو ويندو آهي.

PROOF:

Might they pluck flowers? (Active).

Might flowers be plucked by them? (Passive).

POINT (4): In Interrogative & Negative sentences "might" is put before the subject and "not" is placed between the "Subject" and "be".

نوٽ (4): سوالي ناڪاري جملن ۾ "might" کي فاعل کان اڳ ۾ رکيو ويندو آهي ۽ "not" کي فاعل ۽ "be" جي وچ ۾ رکيو ويندو آهي.

PROOF:

Might you not pluck flowers? (Active).

Might flowers not be plucked by you? (Passive).

DIAGRAM

Sample: I might pluck a flower. مان هڪ گل پٽيان ها.

Voice	Subject	H.V	M. Verb 1st	Object	
Active	I	might	pluck	a flower	
				Prep: "By"	
Passive	A flower	might be	plucked	by	me.

A flower might be plucked by me. هک گل مون کان پتیو وجي ها.

FORMULA

Active Subject + (H.V) may + M.V-I + Object.

Passive Subject + (H.V) may + be+ M.V-III + by +Object.

TABLE

ACTIVE VOICE	PASSIVE VOICE
1- I might play a game.	1- A game might be played by me.
2- She might sew clothes.	2- Clothes might be sewn by her.
3- They might not sing songs.	3- Songs might not be sung by them.
4- Might you drink water?	4- Might water be drunk by you?
5- Might he not milk a cow?	5- Might a cow not be milked by him?

EXERCISE NO (1). Put into the Passive Voice.

1- I might polish the shoes.

2- He might water the field.

3- Soldiers might wave the flag on the fort.

4- Teachers might not check exercise books.

5- Might he auction the house?

6- Might you not fine them?

7- The farmer might cut the trees.

8- We might not lock the house.

9- Might they complete their work?

10- Several countries might take part in this gathering.

11- Might good players win the prize?

12- The gardener might make the flower - beds.

13- I might tell the class everything about the examination.

14- Aisha might not open her secret.

15- Might they not make this mistake?

FROM PASSIVE INTO ACTIVE VOICE

POINT (1): For changing this tense from passive into Active voice , "be" is omitted.

نوٽ (1) : هن زمان کي صيغي مجهول (Passive Voice) مان صيغي معروف (Active Voice) ۾ تبديل ڪرڻ لاءِ "be" کي ختم ڪيو ويندو آهي.

POINT (2): "Third form" (Past participle) is changed into "first form".

نوٽ (2) : فعل جي تئين صورت (اسم مفعول) کي فعل جي پهرين صورت (First form) ۾ تبديل ڪيو ويندو آهي.

POINT (3): Preposition "by" is dropped.

نوٽ (3) : حرف جر "By" کي ختم ڪيو ويندو آهي.

POINT (4): Bring the subject and object to their actual places.

نوٽ (4) : فاعل (Subject) ۽ مفعول (Object) کي پنهنجين اصلي جڳهن تي آڻيو.

TABLE

PASSIVE VOICE	ACTIVE VOICE
1- The dog might be killed by me.	1- I might kill the dog.
2- The bell might be rung by him.	2- He might ring the bell.
3- The window might not be opened by you.	3- You might not open the window.
4- Might milk be given by the cow?	4- Might the cow give milk?
5- Might he not be dismissed by Ali?	5- Might Ali not dismiss him?

EXERCISE NO (2): Put into the Active Voice.

1- I might be invited by him to tea.
2- This poem might be learnt by him.
3- The snake might not be killed by the farmer.
4- Might a sum be solved by the teacher?
5- Might a doll not be made by Raheela?
6- The baby might be beaten by Naheed.
7- A question might not be asked by him.
8- Fifty rupees might be given by my mother to me.
9- Might a car be cleared by the driver?
10- He might be called fool by them.

11- Five goals might be scored by our team.

12- How might you be helped by me?

13- You might not be taught by him.

14- Fruit might be brought by him.

15- Might a lion not be seen by the children in the zoo?

EXERCISE NO (3):

Change from one voice into other.

1- He might help the poor.

2- An apple might be eaten by her.

3- We might take tea.

4- This lesson might be learnt by Shoukat.

5- They might not buy new books.

6- Food might not be cooked by her for us.

7- Might Zainab eat an apple?

8- Might the car be sold by Asif?

9- Might he not steal my pen?

10- Might kites not be flown by them?

11- Foot ball might be played by us.

12- They might buy a cow for milk.

13- Boys might take a test in English.

14- Might this poem not be learnt by Waheed?

15- He might draw a map of ocean.

TRANSLATION

NOTE: For translating this tense according to Passive voice, rules are same as stated in the beginning of this tense.

نوٽ: هن زمان جي صيغي مجهول (Passive Voice) جي مطابق ترجمي ڪرڻ لاءِ قاعدا ساڳيا آهن، جيڪي هن زمان جي شروعات ۾ بيان ڪيا ويا آهن.

Examples:

1- A song might be sung. هڪ گيت ڳايو وڃي ها.

2- Watch might not be wound. واچ کي چابي نه ڏني وڃي ها.

3- Might tea be drunk? چا چانهه پيتي وڃي ها؟

4- Might water not be brought? چا پاڻي نه آندو وڃي ها؟

EXERCISE NO (4):

Translate into English. انگريزيءَ ۾ ترجمو ڪريو.

(1) ميوو کاڌو وڃي ها.

(2) هڪ گهر خريد ڪيو وڃي ها.

(2) هن کي نه ڪٽيو وڃي ها.

(4) هڪ ڪوهه نه ڪوٽيو وڃي ها.

(3) چا انب پسند ڪيا وڃن ها؟

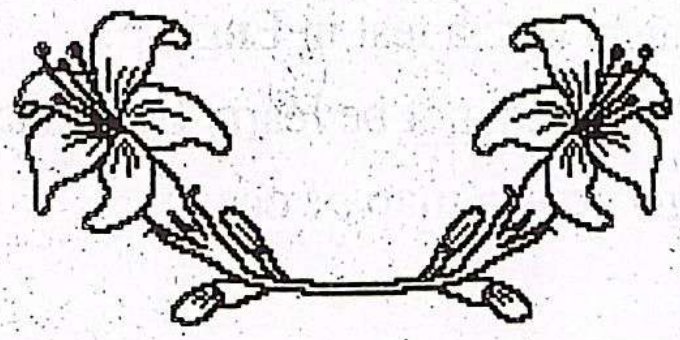
(6) چا هڪ ڪتاب خريد ڪيو وڃي ها؟

(7) چا بچ نه پوکيو وڃي ها؟

(8) چا ڪڏ نه ڪوٽي وڃي ها؟

(9) ڪلاس ڇڏيو وڃي ها.

(10) ٽانوَ ڏوتا وڃن ها.



PAST DUBIOUS TENSE
زمان ماضي متشڪي

INTRODUCTION:

Such a form of verb which shows that an action took place in dubitative condition in previous time that is called **"Past Dubious Tense"**.

تعارف: فعل جي اهڙي صورت جيڪا ڏيکاري ته ڪو به عمل (action) گذريل وقت (ماضي) ۾ شڪي حالت ۾ ٿيو ته اهڙي فعل کي "زمان ماضي متشڪي" چئبو آهي.

Examples:

1- Ali might have taken bath. علي تڙ ڪيو هوندو.

2- You may have broken a glass. تون هڪ گلاس ڀڳو هوندو.

MAIN POINTS

POINT (1): "Third form" of the verb is used in this tense.

نوٽ (1): هن زمان ۾ فعل جي ٽئين صورت (Third form) استعمال ڪئي ويندي آهي.

POINT (2): "May have" and "Might have" are the helping verbs of this tense.

نوٽ(2): "May have" ۽ "Might have" هن زمان جا مددگار فعل (Helping verb) آهن.

POINT (3): "Might have" is more familiar in this tense.

نوٽ (3): "Might have" هن زمان ۾ ڪثرت سان استعمال ڪيو ويندو آهي.

Rules for changing the voice of this tense
هن زمان جي صيغي جي تبديل ڪرڻ جا اصول

FROM ACTIVE INTO PASSIVE VOICE

I might have plucked a flower. (Active)

POINT (1): "Might have been/ May have been" is used as helping verb before the third form (Past Participle).

نوٽ (1): "Might have been/ May have been" کي فعل جي ٽئين صورت (اسم مفعول) کان اڳ ۾ بحيثيت مددگار فعل جي استعمال ڪيو ويندو آهي.

PROOF:

A flower might have been plucked by me. (Passive).
H.V M.V-III

POINT (2): In negative sentences "not" is used between "might / may" and "have been".

نوٽ (2): ناڪاري جملن ۾ "not" کي "might / may" ۽ "have been" جي وچ ۾ استعمال ڪيو ويندو آهي.

PROOF:

We might not have plucked flowers. (Active).

Flowers might not have been plucked by us. (Passive).

POINT (3): In interrogative sentences "may /might" is placed before the subject and "have been" is kept after the subject.

نوٽ (3): سوالي جملن ۾ "may/ might" کي فاعل کان اڳ ۾ رکيو

ويندو آهي ۽ "have been" کي فاعل کانپوءِ رکيو ويندو آهي.

PROOF:

May you have plucked flowers? (Active).

May flowers have been plucked by you? (Passive).

POINT (4): In Interrogative & Negative sentences "may/ might" is put before the subject and "not" is placed between the "Subject" and "have been".

نوٽ (4): سوالي ناڪاري جملن ۾ "may/ might" کي فاعل کان اڳ ۾ رکيو ويندو آهي ۽ "not" کي فاعل ۽ "have been" جي وچ ۾ استعمال ڪيو ويندو آهي.

PROOF:

May she not have plucked a flower? (Active).

May a flower not have been plucked by her? (Passive)

DIAGRAM

Sample: I might have plucked a flower. مان هڪ گل پٽيو هوندو.

Voice	Subject	H.V	M. Verb 3rd	Object	
Active	I	might have	plucked	a flower	
				Prep: "By"	
Passive	A flower	might have been	plucked	by	me.

A flower might have been plucked by me. هڪ گل مون کان پٽيو ويو هوندو.

FORMULA

Active:

Subject + (H.V) might have/ may have + M.V-III + Object.

Passive:

Subject + (H.V) might have/ may have + been + M.V-III + by +Object.

TABLE

ACTIVE VOICE	PASSIVE VOICE
1- I might have helped the poor.	1- The poor might have been helped by me.
2- He may have caught the ball.	2- The ball may have been caught by him.
3- She might not have given a prize.	3- A prize might not have been given by her.
4- Might they have taken exercise?	4- Might exercise have been taken by them?
5- Might Ali not have told a lie?	5- Might a lie not have been told by Ali?

EXERCISE NO (1): Put into the Passive Voice.

1- He might have rung the bell.

2- She might have sent him a telegram.

3- They might not have helped us.

4- Might they have bought this building?

5- Might the teacher not have taught us English?
6- Akram might have changed my seat.
7- You might not have announced the result.
8- She might have prepared tea for me.
9- Ayaz might not have pulled the chain.
10- Zeeshan might have issued five tickets for journey.
11- Might Faique not have won the match?
12- Ali Ahmed might have taken a test in Maths.
13- Might she not have revised her lesson herself?
14- Mother might have beaten her daughter.
15- She might not have sung a song in a party.

FROM PASSIVE INTO ACTIVE VOICE

POINT (1): For changing this tense from passive into Active voice , "been" is omitted.

نوٽ (1) : هن زمان کي صيغي مجهول (Passive Voice) مان صيغي معروف (Active Voice) ۾ تبديل ڪرڻ لاءِ "been" کي ختم ڪيو ويندو آهي.

POINT (2): "Third form" (Past participle) is not changed.

نوٽ (2) : فعل جي ٽئين صورت (اسم مفعول) کي تبديل نه ڪيو ويندو آهي.

POINT (3): Preposition "by" is dropped.

نوٽ (3) : حرف جر "By" کي ختم ڪيو ويندو آهي.

POINT (4): Bring the subject and object to their actual places.

نوٽ (4) : فاعل (Subject) ۽ مفعول (Object) کي پنهنجن اصلي جڳهن تي آڻيو.

TABLE

PASSIVE VOICE	ACTIVE VOICE
1- A pen might have been bought by me.	1- I might have bought a pen.
2- The grass might have been eaten by the cow.	2- The cow might have eaten the grass.
3- A book might not have been read by him.	3- He might not have read a book.
4- Might tea have been taken by her?	4- Might she have taken tea?
5- Might he not have been hated by us?	5- Might we not have hated him?.

EXERCISE NO (2): Put into the Active Voice.

1- Mangoes might have been stolen by you.
2- Oranges might have been picked by the children.
3- A tree might not have been cut by him from forest.
4- Money might have been lost by her brother.
5- Might a school have been opened by them?
6- This boy might not have been forgiven by the teacher.
7- A room might have been white washed by the labourer.
8- Might a poor man have been teased by naughty boys?
9- Shoes might not have been polished by her sister.
10- A little child might have been saved by me.

11- Might a city have been made beautiful by us?
12- Might the hedge not have been cut by the farmer?
13- Many dishes not have been given by her to you.
14- Might a message not have been given by her to you?
15- Wheat might have been stored by the Landlord.

EXERCISE NO (3):

Change from one voice into other.

1-They might have poisoned the stray dogs.
2- The city might have been captured by them.
3- The teacher might have solved the sum.
4- Our luggage might have been packed by us.
5- The dishes might not have been cleaned by Amina
6- She might not have dried the clothes.
7- Might cold drink have been offered by you to the guest?
8- He might have injured her foot.
9- The thief might have been chased by the villagers.
10- Ali might not have paid the rent of the shop.
11- The match might not have been lost by our team.
12- Might the teacher have guided their pupils?
13- Might I have been given a gift by my brother?
14- Might his father have bought a new motorcycle?
15- Governor might not have considered my application.

TRANSLATION

NOTE: For translating this tense according to Passive voice, rules are same as stated in the beginning of this tense.

نوٽ: هن زمان جي صيغي مجهول (Passive Voice) جي مطابق ترجمي ڪرڻ لاءِ قاعدا ساڳيا آهن، جيڪي هن زمان جي شروعات ۾ بيان ڪيا ويا آهن.

Examples:

1- The kites might have been flown. لغڙا اڏاريا ويا هوندا.

2- The book might not have been bound. ڪتاب کي جلد نہ ڏنو ويندو هوندو.

3- Might the drum have been beaten? چا ڍهل وڄايو ويو هوندو؟

4- Might the house not have been vacated? چا گهر خالي نہ ڪيو ويو هوندو؟

EXERCISE NO (4):

Translate into English. انگريزيءَ ۾ ترجمو ڪريو.

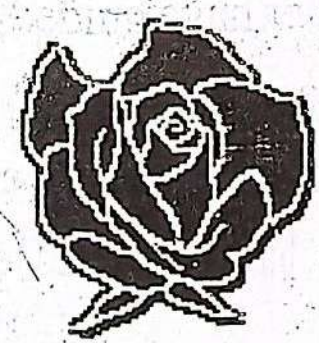
(1) فصل پوکيو ويو هوندو. (2) ٽيبل ٺاهي وئي هوندي.

(3) ڪوڙ نہ ڳالهايو ويو هوندو. (4) تازي سبزي خريد نہ ڪئي ويئي هوندي.

(5) چا ڳوٺ سينگاريو ويو هوندو؟ (6) چا چانهہ تيار ڪئي ويئي هوندي؟

(7) چا اخبار نہ پڙهي ويئي هوندي؟ (8) چا تحفو نہ موڪليو ويو هوندو؟

(9) ڪاڏو تيار ڪيو ويو هوندو. (10) گاهہ ڪٽيو ويو هوندو.



ATTENTION, PLEASE

In Passive Voice, we usually avoid those tenses in which "Be" or "Been" is used, like "Future Continuous Tense", "Perfect Continuous Tenses", "Present Dubious Tense", "Past Dubious Continuous Tense" etc.

Many authors say that these tenses can be changed from Active into Passive Voice, because they think that the uses of these tenses are not very common but their formation is possible.

REFERENCES

I- "Practical English Usage" produced by Oxford University Press on Page No: 458 by "Michael Swan" writes, "Be being" or "Been being" is possible structure.

II- " A Reference Grammar for Student of English" produced by longman Group (FE) ltd Page 251, Entry 13.5 written by "R.A Close". He also writes the same structure for these tenses.

III- And many valuable authors of "Punjab" as well as "Sindh" (Pakistan) are agreed with the above

formation for these tenses. As sample, some examples are given below.

FUTURE CONTINUOUS TENSE
زمان مستقبل استمراري

I shall be plucking a flower. (Active).

A flower will be being plucked by me. (Passive)

You will not be plucking flowers. (Active)

Flowers will not be being plucked by you. (Passive)

PRESENT PERFECT CONTINUOUS TENSE
زمان حال كامل استمراري/ زمان ماضي قريب استمراري

I have been plucking a flower. (Active).

A flower has been being plucked by me. (Passive)

He has not been plucking flowers. (Active)

Flowers have not been being plucked by him. (Passive).

PAST PERFECT CONTINUOUS TENSE
زمان ماضي بعيد استمراري

I had been plucking a flower. (Active)

A flower had been being plucked by me. (Passive)

They had not been plucking flowers. (Active)

Flowers had not been being plucked by them. (Passive)

FUTURE PERFECT CONTINUOUS TENSE
زمان مستقبل کامل استمراري

I shall have been plucking a flower. (Active)

A flower will have been being plucked by me. (Passive)

You will not have been plucking flowers. (Active)

Flowers will not have been being plucked by you. (Passive)

PRESENT DUBIOUS TENSE
زمان حال متشکي

I may be plucking a flower. (Active)

A flower may be being plucked by me. (Passive)

He may not be plucking flowers. (Active)

Flowers may not be being plucked by him. (Passive)

PAST DUBIOUS CONTINUOUS TENSE
زمان ماضي متشکي استمراري

I might have been plucking a flower. (Active)

A flower might have been being plucked by me. (Passive)

Ali might not have been plucking flowers. (Active)

Flowers might not have been being plucked by Ali (Passive)

IMPERATIVE SENTENCES امري جملا

For changing the "Imperative Sentences" from Active into Passive voice there are three kinds.

امري جملن کي صيغي معروف (Active Voice) مان صيغي مجهول (Passive Voice) ۾ تبديل ڪرڻ لاءِ ٽي قسم آهن.

NO (1):

Those imperative sentences which have object.

اهڙا امري جملا جن کي پنهنجو مفعول آهي.

Rules for changing the voice of this imperative pattern.

هن امري نموني جي صيغي جي تبديل ڪرڻ جا اصول

FROM ACTIVE INTO PASSIVE VOICE

Pluck a flower. (Active)

POINT (1): For changing into Passive voice of this imperative sentence, word "Let" is placed in the beginning of the sentence.

نوٽ (1): اهڙي امري جملي کي صيغي مجهول (Passive Voice) ۾ تبديل ڪرڻ لاءِ لفظ "Let" کي جملي جي شروعات ۾ رکيو ويندو آهي.

POINT (2): After the word "Let" actual object is kept.

نوٽ (2): لفظ "Let" کان پوءِ اصلي مفعول (Actual object) رکيو ويندو آهي.

POINT (3): "Be" is put after the actual object.

نوٽ (3): اصلي مفعول کان پوءِ "Be" رکي ويندي آهي.

POINT (4): In the end "third form" of the verb

(Past Participle) is used instead of the "First form".

نوٽ (4): آخر ۾ فعل جي ٽئين صورت (اسم مفعول)، فعل جي پهرين صورت جي بدران استعمال ڪئي ويندي آهي.

Let a flower be plucked. (Passive)

Let + actual object + be + M.V-III

REMEMBER:

An imperative sentence can not be changed into "interrogative" or "interrogative and negative", but it can be changed into"negative".

ياد رکو: هڪ امري جملو "Imperative Sentence" "سوالي" يا "سوالي ناڪاري" جملي ۾ تبديل ٿي نٿو سگهي، پر انهي کي "ناڪاري" جملي ۾ تبديل ڪري سگهجي ٿو.

Listen:

Imperative sentence does not belong to any tense.

ڌيان ڏيو: امري جملو ڪنهن به زمان سان تعلق نه رکندو آهي.

NOTE: In passive voice of the imperative sentences we should use objective case after the word "Let".

امري جملن جي صيغي مجهول (Passive Voice) ۾ اسان کي لفظ "Let" کانپوءِ مفعولي حالت (Objective Case) استعمال ڪرڻ گهرجي.

PROOF:

Catch him by the ear. (Active)

Let him be caught by the ear. (Passive)

Write him a letter. (Active)

Let a letter be written to him. (Passive)

Let him write a letter. (Active)

Let a letter be written by him. (Passive).

DIAGRAM

Sample: Pluck a flower. هڪ گل پٽ.

Voice	M.V. I	Object
Active	Pluck	a flower

|

Formation	Let	Actual object	be	M.V. III
Passive	Let	a flower	be	plucked.

Let a flower be plucked. هڪ گل پتيو وڃي.

FORMULA

Active = M.V (First form) + Object

Passive = Let + actual object + be + M.V-III

TABLE

ACTIVE VOICE	PASSIVE VOICE
1- Bring water.	1- Let water be brought.
2- Write the letter.	2- Let the letter be written.
3- Shut the window.	3- Let the window be shut.
4- Kill a snake.	4- Let a snake be killed.
5- Don't break the glass.	5- Let the glass not be broken.

NOTE: A negative sentence can be changed.

نوٽ: هڪ ناڪاري جملو تبديل ٿي سگهي ٿو.

Sample: Don't pluck a flower. (Active).

Let a flower not be plucked. (Passive).

OR

Let not a flower be plucked.

OR

Don't let a flower be plucked.

EXERCISE NO (1): Put into the passive voice.

1- Finish the work.

2- Take an exercise.

3- Don't sing a song at the stage.

4- Attend the sick.

5- Hit the ball.

6- Read the book.

7- Don't kill a lion in the forest.

8- Buy a new car for your children.

9- Cook fish for the guests.

10- Play a fair game.

11- Eat an apple.

12- Don't catch fish.

13- Beat the naughty boy.

14- Don't sharpen the knife.

15- Bring book for me.

PASSIVE INTO ACTIVE VOICE

POINT (1): For changing this imperative pattern from Passive into Active Voice, "Let" and "be" are omitted.

نوٽ (1): هن امري نـموني کي صيغي مجهول (Passive Voice) مان صيغي معروف (Active Voice) ۾ تبديل ڪرڻ لاءِ "Let" ۽ "be" کي ختم ڪيو ويندو آهي.

POINT (2): Change the third form (Past Participle) into "first form".

نوٽ (2): فعل جي تئين صورت (اسم مفعول) کي فعل جي پهرين صورت ۾ تبديل ڪريو.

POINT (3): Put the main verb and object to their actual places.

نوٽ (3): مکيہ فعل ۽ مفعول کي پنهنجن اصلي جڳهن تي رکو.

EXERCISE NO (2): Put into the Active Voice.

1- Let an essay be written.
2- Let the coat be pressed.
3- Let the cold water not be drunk.
4- Let a car be driven.
5- Let the waves be caught.
6- Let not a cake be eaten.
7- Let the match be won.

8- Let the picture be painted.

9- Let the dishes be washed.

10- Don't let his son be beaten.

11- Let a poem be learnt.

12- Let the amount be paid.

13- Let him be rewarded.

14- Let your leader be chosen.

15- Let tea not be taken.

EXERCISE NO (3):

Change from one voice into other.

1- Let a cup of tea be brought.

2- Don't open the door.

3- Let the mirror not be broken.

4- Polish the shoes.

5- Let the hockey match be played.

6- Don't read this story.

7- Let not the poem be recited.

8- Light a lamp in this room.

9- Let the plants be watered.

10- Post these letters in the post box.

11- Let the poor be helped.

12- Don't steal the cap.

13- Let milk be drunk daily.

14- Catch the thief.

15- Let the sum be solved.

TRANSLATION

NOTE: For translating this impreative pattern according to passive voice, rules are same as stated in the beginning of this imperative pattern.

نوٽ: هن امري نموني (Imperative Pattern) جي صيغي مجهول (Passive Voice) جي مطابق ترجمي ڪرڻ لاءِ قاعدا ساڳيا آهن، جيڪي هن امري نموني جي شروعات ۾ بيان ڪيا ويا آهن.

Examples:

1- Let the door be opened. دربند ڪيو وڃي.

2- Let the bird not be caught. پکي کي نه پکڑيو وڃي.

EXERCISE NO (4):

Translate into English. انگريزيءَ ۾ ترجمو ڪريو.

(1) چانهه تيار ڪئي وڃي. (2) ڪرسي ٺاهي وڃي.

(3) ڪرڪيٽ نه کيڏي وڃي. (4) گل نه پتيو وڃي.

(5) لوڪ گيت ڳايو وڃي. (6) ڪوڙ نه ڳالهايو وڃي.

(7) ميوو کاڌو وڃي. (8) ڪتون خريد ڪئي وڃي.

(9) ڪتاب پڙهيو وڃي. (10) بوتو پوکيو وڃي.

NO (2):

Those imperative sentences which contain an "order", "request", "advice" or "Prohibition".

اهڙا امري جملا جيڪي "حڪم"، "عرض"، "صلاح" يا "منع" تي مشتمل هجن.

Rules for changing the voice of this imperative pattern.

هن امري نموني جي صيغي جي تبديل ڪرڻ جا اصول

FROM ACTIVE INTO PASSIVE VOICE

Get out. (Active).

POINT (1): For changing into passive voice of this imperative pattern, "you" (which is understood) is kept as a subject in the beginning of the sentence.

نوٽ (1): انهي امري نموني جي صيغي مجهول (Passive Voice) ۾ تبديل ڪرڻ لاءِ "You" (جيڪو ڳجهو هوندو آهي) کي بحيثيت فاعل جي جملي جي شروعات ۾ رکيو ويندو آهي.

POINT (2): Use "are" as a helping verb after the "you".

نوٽ (2): "You" (ڳجهو فاعل) بحيثيت مددگار فعل جي "Are" کانپوءِ استعمال ڪريو.

POINT (3): Keep "ordered", "requested", "advised" or "prohibited" according to the sense of the sentence after the helping verb "are".

نوٽ (3): جملي جي مفهوم جي مطابق "ordered"، "requested"، "advised" يا "prohibited" کي مددگار فعل "are" کانپوءِ رکو.

POINT (4): In the end change the "imperative form of verb" into "infinitive".

نوٽ (4): آخر ۾ فعل جي امري صورت کي مصدر ۾ تبديل ڪريو.

PROOF:

You are ordered to get out. (Passive)

DIAGRAM

Sample: Get out. باهروج

Voice	Main verb I
Active	Get out

Formation	You	H.V "are"	M.V III according to the sense	Infinitive
Passive	You	are	ordered	to get out

FORMULA

Active: Main verb-I

Passive: You + H.V "are" + M.V-III according to the sense + Infinitive.

EXAMPLES:

1- Stand up "order" (Active).

You are ordered to stand up. (Passive).

2- Show me way to station, Please "Request" (Active).

You are requested to show me way to station. (Passive).

3- Walk in the garden daily. "Advice" (Active).

You are advised to walk in the garden daily. (Passive)

4- Don't make noise "Prohibition" (Active).

You are prohibited to make noise. (Passive).

NOTE -In "request" and "prohibited" sentences, "Please" and "Don't" are omitted when you change a sentence from Active into passive voice. Because, we already use "requested" or "prohibited" in passive voice.

نوٽ: جڏهن توهان "عرضي" يا "منع" وارن جملن کي صيغي معروف (Active voice) مان صيغي مجهول (Passive Voice) ۾ تبديل ڪندؤ تہ "Please" ۽ "Don't" کي ختم ڪيو ويندو. چاکاڻ تہ اسان "requested" يا "Prohibited" کي اڳ ۾ ئي استعمال ڪندا آهيون.

NO (3):

IMPERATIVE WORD امري لفظ

Kill (Active)

NOTE Imperative word is the smallest sentence which is made by omitting "To" from the "infinitive". For changing into Passive Voice, imperative is changed into past participle and "be is placed before it.

نوٽ: امري لفظ هڪ ننڍڙو جملو آهي جيڪو مصدر (Infinitive) مان "To" کڍي ڇڏڻ سان ٺهي ٿو. صيغي مجهول (Passive Voice) ۾ تبديل ڪرڻ لاءِ "امر" (Imperative) کي اسم مفعول (Past Participle) ۾ تبديل ڪيو ويندو آهي ۽ انهيءَ جي اڳيان "Be" رکي ويندي آهي.

PROOF:

Be killed (Passive).

DIAGRAM

Sample: Kill مار (پاڑ ہٹي کي)

Voice	M.V - I
Active	Kill

Formation	Be	M.V III
Passive	Be	Killed

Be killed. مر (پاڑ ہٹي گان)

FORMULA

Active = M.V. I

Passive = Be + M.V-III

Examples:

1- Catch پکڑ (Active)
Be Caught پکڑج (Passive)

2- See ڈس (Active)
Be Seen ڈسج (Passive)

3- Slay ذبح کر (Active)
Be slain ذبح ڈج (Passive)

OTHER POSSIBLE SENTENCES
یہ ممکن جملا

A = Should & Would.

Examples:

(1) I should teach him. (Active).

He should be taught by me. (Passive).

(2) I would teach him. (Active).

He would be taught by me. (Passive)

B = Should have & Would have

Examples:

(1) I should have taught him. (Active).

He would have been taught by me. (Passive)

(2) He would have taught me. (Active)

I should have been taught by him. (Passive)

C = Must

Example: I must teach him. (Active)

He must be taught by me. (Passive)

D = Must have

Example: I must have taught him. (Active)

He must have been taught by me. (Passive)

E = Ought

Example: I ought to teach him. (Active)

He ought to be taught by me. (Passive).

F = Ought to have

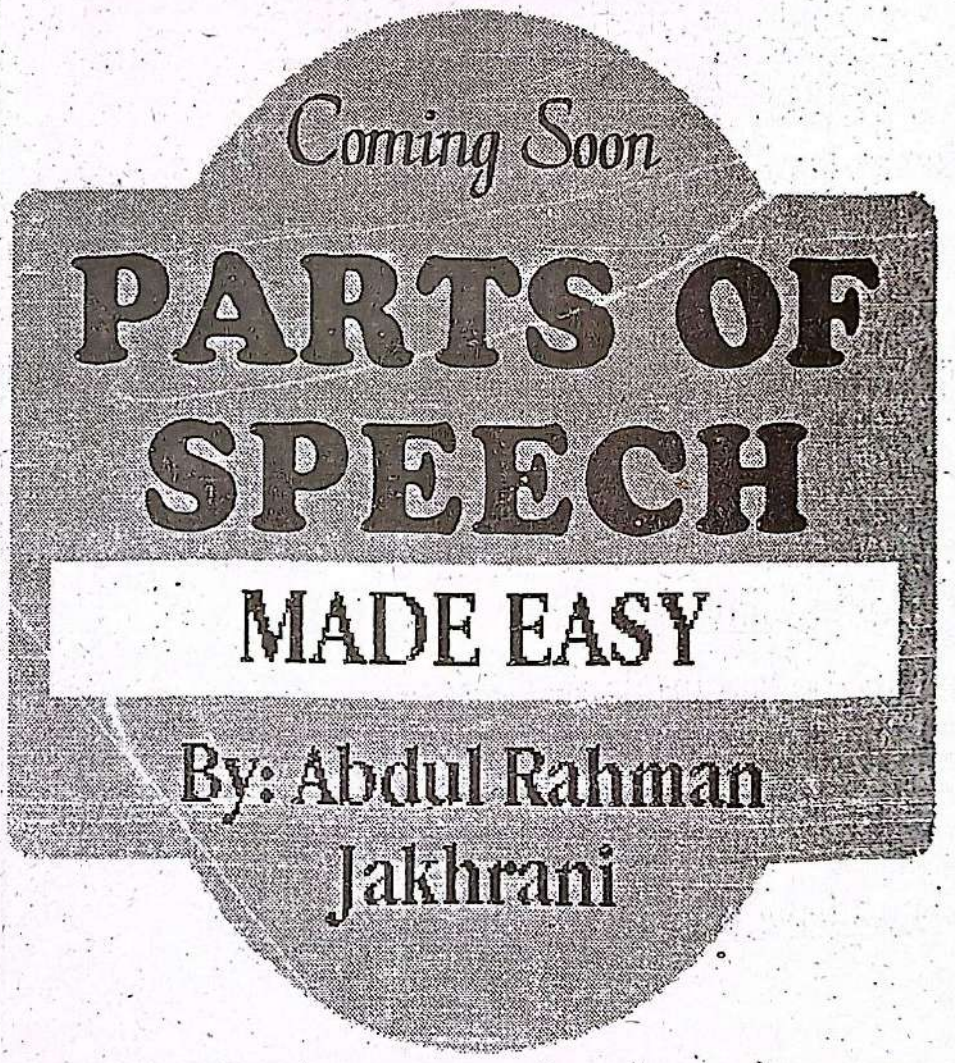
Example: I ought to have teach him. (Active)

He ought to have been taught by me. (Passive)

G = Could have

Example: I could have taught him. (Active)

He could have been taught by me. (Passive)



CHAPTER 4

ATTRACTIVE PATTERNS

CAUTION

Some times "Intransitive verb" can be changed from Active into Passive Voice with the help of "The act of/ The action of" and "done/ happened/ made.

"The act of/ کي (Intransitive verb) "فعل لازمي" کڏهن کڏهن "The action of" ۽ "done/ happened/ made" جي مدد سان صيغي معروف (Active Voice) مان صيغي مجهول (Passive Voice) ۾ تبديل ڪري سگهجي ٿو.

Examples:

1- I sleep. (Active)

The act of sleeping is done by me. (Passive)

OR

The action of sleeping is happened by me.

OR

The act of sleeping is made by me.

POINT (1): In the passive voice of this pattern, main verb is changed into "Ing form" (Present Participle).

نوٽ (1): هن نموني جي صيغي مجهول (Passive Voice) ۾ مکيہ فعل کي "Ing form" يعني (اسم حاليہ) ۾ تبديل ڪيو ويندو آهي.

POINT (2): In this pattern, helping verb is used according to the tense in the passive voice.

نوٽ (2) انهيءَ نموني ۾ مدد گار فعل (Helping verb) صيغي مجهول (Passive Voice) ۾ زمان جي مطابق استعمال ڪيو ويندو آهي.

Examples:

1- I slept. (Active)

The act of sleeping was done by me. (Passive)

2- I have slept. (Active)

The act of sleeping has been happened by me. (Passive)

Have confidence that if you have done a little thing well, you can do a bigger thing well too.

SENTENCES OF IMPERSONAL VERB
فعل بي فاعل يا فعل اکر ترک جا جملا

One should do one's duty. (Active) فرض ادا کرڻ گهرجي.

Rules for changing into Passive Voice
صيغي مجهول ۾ تبديل کرڻ جا اصول

POINT (1): Keep object in the beginning of the sentence.

نوٽ (1): مفعول (Object) کي جملي جي اڳيان رکو.

POINT (2): "Should be", "Must be" or "Can be" is used after the object.

نوٽ (2): "Should be"، "Must be" يا "can be" کي مفعول کان پوءِ استعمال کيو ويندو آهي.

POINT (3): Change the main verb into "third form" (Past Participle).

نوٽ (3): مکيہ فعل کي ٽئين صورت (اسم مفعول) ۾ تبديل کريو.

POINT (4): Omit the remaining words.

نوٽ (4): باقي لفظ ختم کريو.

PROOF:

Duty should be done. (Passive).

Other examples:

1- One should keep one's promise. (Active)
Promise should be kept. (Passive)

2- One can not gather grapes from thistle. (Active)
Grapes can not be gathered from thistle. (Passive)

3- One can gain nothing without efforts. (Active).
Without efforts nothing can be gained. (Passive)

4- One can not forget one's name. (Active)
Name can not be forgotten. (Passive)

Miscellaneous Exercises متفرق مشقیں

EXERCISE NO (1): Put into the Passive Voice.

1- I complete my home work.

2- They use your book in the class.

3- She will give him a very handsome present.

4- You can open the door.

5- Do people Speak urdu?

6- My brother could build this house in 1999.

7- You are answering all the questions.

8- They are blaming me for this thing.

9- I may forget this incident.

10- She will draw a map of this city.

11- You might have planned your work.

12- They have told me a story.

13- He had given me a ticket.

14- She will have told me all the details of the case.

15- They do not take him to hospital.

16- Did some body not take all my books?

17- Will they trace the criminal?

18- The manager can not offer him the choice.

19- Could we not award him good marks?

20- They are not giving you the present.

21- Were you not catching the thief?

22- May they throw stones?

23- Might he have told a lie?

24- Did we not elect him?

25- Catch the bird atonce.

EXERCISE NO (2):

Put into the Active Voice.

1- The song is being sung by her.

2- Will foot ball be played by them?

3- By whom are you taught maths?

4- Were sums being done by you?

5- Your work has not been done by you yourself.

6- Let the flower be plucked.

7- Their way has been lost by them in the forest.

8- Might you be helped by me?

9- Why will you have been called by him?

10- An interesting story was told by my aunt to me.

11- The mouse could be killed by the cat.

12- My books were brought by her to home.

13- Flowers are watered by the gardener.

14- I shall not be given a pen by him.

15- By whom was wireless invented?

16- This book can not be written by me.

17- By whom is watch being stolen?

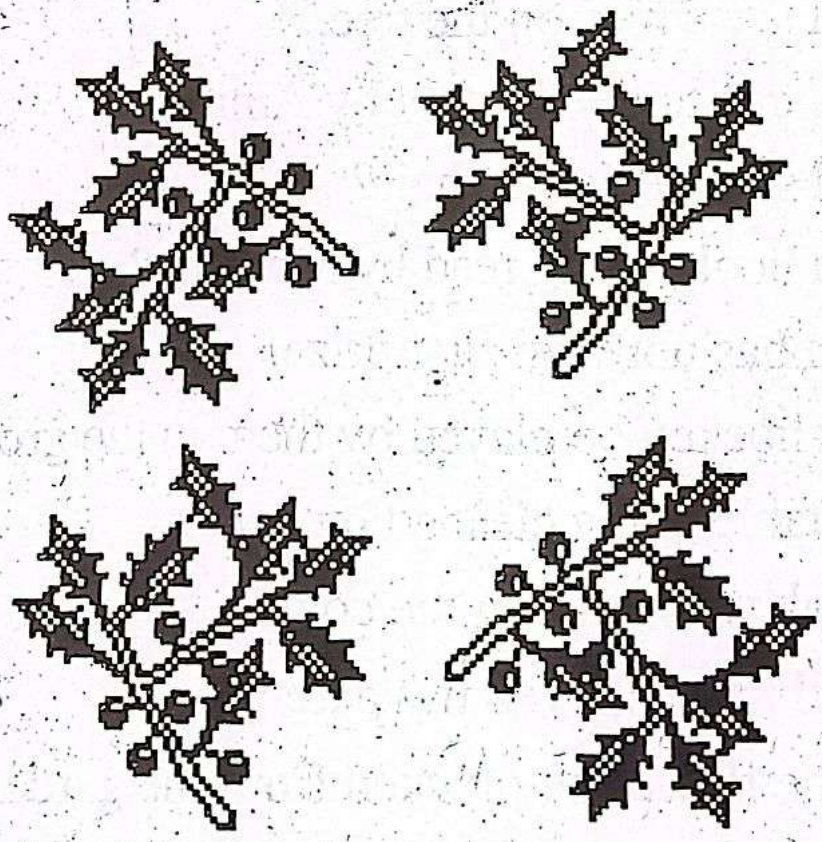
18- A book may be read by me in the drawing room.
19- Was the radio invented by Marconi?
20- Might a glass be broken by the child?
21- Promise should be kept.
22- Water was fetched.
23- The door was damaged with fire.
24- Zahida was married to Aslam.
25- Act of walking in the garden is done by me.

EXERCISE NO (3):

Change from one voice into other.

1- Ali reads a book in the drawing room.
2- The plants were watered by the gardener.
3- I shall see a bird on the tree.
4- A doll can not be bought by Amina.
5- Could she break the chair?
6- May a book not be read by Maleeha?
7- Aslam has not won first prize.
8- Might hockey be played by them in the ground?
9- Is the table being cleaned by her?
10- Zainab was milking the cow.
11- I shall have obeyed my parents.
12- Let the flower be plucked from the garden.
13- The match will have been won by you.

14- Waheed was making the plan about education.
15- My students had praised me about my knowledge.
16- Could the truth not be spoken by you?
17- She has been blamed by that boy.
18- Fruit is not being eaten by the patient.
19- Can a telegram be received by him from his brother?
20- You are ordered to clean the blackboard.
21- The tree had been planted in the garden.
22- We are teaching them English.
23- Fish could not be caught by the fisherman.
24- Zubeda sharpens the knife for vegetable.
25- Might baby have been beaten by the mother?



EXAMINATION

MEASURE YOU YOURSELF

100 QUESTIONS
100 MARKS
100 MINUTES

PAPER NO (1): Put into the Passive Voice.

1- Does England win the world cup?
2- Father advised his son for bitter effort.
3- May the gardener plant the rose in the garden?
4- Who has kicked the ball?
5- His elder brother can buy him a bicycle.
6- I knew his matter.
7- They will laugh at the poor.
8- He was giving me a book of grammar.
9- My father had not given me 50 rupees.
10- Bring flowers for me.
11- Don't kill the snake in the bush.
12- Is he arranging a bed for the guest?
13- Will the doctor not attend the patient?
14- She can not take rest in the room.

15- A soldier can fire at the enemy in the battle.
16- We are celebrating the festival with pomp and show.
17- Don't throw out the dust.
18- Naughty boys were making noise in the hall.
19- Could she sing a folk song at the stage?
20- She might cut an apple with a knife.
21- Will the Head Master award him a prize?
22- She was not cooking vegetables for lunch.
23- I had driven a car with high speed.
24- Might you have drawn a map of this palce?
25- Riaz had solved the sum without difficulty.

PAPER NO (2): Put into the Active Voice.

1- The water is kept here by us.
2- The door was not broken by him.
3- Talking parrot will be seen by them in the street.
4- The bridge can not be repaired by us.
5- The windows must be shut by you.
6- By whom was it painted?
7- Shall I be invited by her to dinner?
8- The magistrate was urged by him to reduce the rates.
9- Is a picture being painted by the painter?
10- He should be written a letter by me.
11- An air cooler could be bought by me for the tuition centre.

12- My watch was stolen by some one in this morning.
13- Will butter be used by us in these cakes?.
14- This class can be taught by Mr. Ayaz.
15- The class must be left by him.
16- You may not be taught by me today.
17- Might a poem have been learnt by her?
18- Is his son being beaten by him?
19- Was Fatima not being directed by Aisha?
20- Dishes were not washed by Maleeha.
21- Beautiful clothes will not be worn by Maleeha.
22- He had been informed by me about that news.
23- Have sweets not been eaten by the children in recess?
24- Exercise is being taken by the boys in the lawn.
25- Will I not be lent by you your camera?

PAPER NO (3)

Change from one voice into other.

1- How do you help me?
2- Your work will be done by you.
3- Who was calling you?
4- Football could not be played by us.
5- Might people not have flown kites on the roof?
6- Had tea been taken by the guests in the lawn?
7- They can lose nothing.

8- New books are being printed by the publisher.
9- Aslam was selling fruit at low price.
10- We shall be taught English by the teacher.
11- Who was calling the police?
12- My pen has been taken by my brother.
13- She will not sell this chair.
14- The result of examination will be announced by the teacher.
15- He may draw a picture.
16- Is my lesson being learnt by me?
17- Who will open the door?
18- The song could not be sung by the boy.
19- By whom is the deer being chased?
20- She was wearing make-up for the party.
21- Where was hockey being played by you?
22- Have we finished our work?
23- Had the snake been killed by the farmer?
24- By whom has a letter been written?
25- Had my watch not been seen by you there yesterday?

PAPER NO (4): Correct.

1- She love Pakistan.
2- Mangoes was liked by me very much.
3- Zahid will taught class tenth.
4- This beautiful mosque are being visited by many people.

5- You could lit the lamp in the room.
6- Were Mathematics being liked by the student.
7- Should Aftab not obeyed his elders?
8- I am not known by him.
9- Milk is gave by my cow every day.
10- Why did he wrote a letter?
11- The thief was took by the police to the police station.
12- The enemy will occupied the city.
13- He should praised by me for his bravery.
14- Was the flies not killed by spider?
15- My books was not checked by my teacher.
16- By whom those oranges were eaten?
17- Will how you cook food?
18- My purse were stolen by you.
19- His lesson has been studied to him.
20- They had not been taken tea.
21- The best picture will have drawn.
22- Wheat could be grew by the farmer.
23- Is the book being readed by her?
24- By whom they are being laugh at?
25- Does he not eats meat?

TABLE OF ACTIVE AND PASSIVE VOICE

VOICE		Indefinite Tense	Continuous Tense	Perfect Tense	Potential Tense	Aorist Tense	Dubious Tense
PRESENT	Active	I pluck a flower.	I am plucking a flower.	I have plucked a flower.	I can pluck a flower.	I may pluck a flower.	
	Passive	A flower is plucked by me.	A flower is being plucked by me.	A flower has been plucked by me.	A flower can be plucked by me.	A flower may be plucked by me.	
PAST	Active	I plucked a flower.	I was plucking a flower.	I had plucked a flower.	I could pluck a flower.	I might pluck a flower.	I might have plucked a flower.
	Passive	A flower was plucked by me.	A flower was being plucked by me.	A flower had been plucked by me.	A flower could be plucked by me.	A flower might be plucked by me.	A flower might have been plucked by me.
FUTURE	Active	I shall pluck a flower.		I shall have plucked a flower.			
	Passive	A flower will be plucked by me.		A flower will have been plucked by me.			

CHAPTER 5

FORMS OF VERB

ACTIVE AND PASSIVE VOICE WITH TITANIC POINTS

1st Form Present	Meaning	2nd Form Past	3rd Form Past Participle
A			
Abuse, to	گاریون ڈیٹ	Abused	Abused
Accept	قبول کرٹ	Accepted	Accepted
Admire	تعریف کرٹ	Admired	Admired
Admit	قبول کرٹ	Admitted	Admitted
Advise	صلاح ڈیٹ	Advised	Advised
Agitate	متحرک کرٹ	Agitated	Agitated
Allow	اجازت ڈیٹ	Allowed	Allowed
Amaze	حیران کرٹ، عجب بروجھٹ	Amazed	Amazed
Annoy	چیڑائٹ	Annoyed	Annoyed
Answer	جواب ڈیٹ	Answered	Answered
Announce	اعلان کرٹ	Announced	Announced
Arrange	بندوبست کرٹ	Arranged	Arranged
Arrest	گرفتار کرٹ	Arrested	Arrested
Ask	پچٹ، چوٹ	Asked	Asked
Astonish	حیران ٹیٹ	Astonished	Astonished
Attend	موجود ھٹ	Attended	Attended
Auction	نیلام کرٹ	Auctioned	Auctioned
Award	انعام ڈیٹ	Awarded	Awarded
B			
Back bite	گلا کرٹ	Back Bit	Back Bitten
Beat	مارٹ	Beat	Beaten

Befool	بیوقوف بنانا	Befooled	Befooled
Bind	جُلد ڈھیٹ	Bound	Bound
Bite	چک پائٹ	Bit	Bitten
Blame	الزام ھٹ	Blamed	Blamed
Boil	ابارڈ	Boiled	Boiled
Break	بیجٹ	Broke	Broken
Bring	آٹ	Brought	Brought
Build	ٹاھٹ، تعمیر کرڈ	Built	Built
Burn	سازڈ	Burnt	Burnt
Buy	خرید کرڈ	Bought	Bought

C

Call	سڈ	Called	Called
Cage	پجري ير ڈاسائڈ	Caged	Caged
Capture	قیدي بنائڈ	Captured	Captured
Catch	پکڑڈ	Caught	Caught
Celebrate	ملھائڈ	Celebrated	Celebrated
Chain	زنجیر وجھڈ	Chained	Chained
Change	تبدیل کرڈ	Changed	Changed
Chase	پیچو کرڈ	Chased	Chased
Cheat	ٹگڈ	Cheated	Cheated
Check	جانچ کرڈ	Checked	Checked
Clean	صاف کرڈ	Cleaned	Cleaned
Climb	چڑھڈ	Climbed	Climbed

Close	بند کرنا	Closed	Closed
Comb	کنگھی کرنا	Combed	Combed
Complete	مکمل کرنا	Completed	Completed
Congratulate	مبارکباد دینا	Congratulated	Congratulated
Consider	غور کرنا	Considered	Considered
Construct	تعمیر کرنا	Constructed	Constructed
Contain	سمانا، ماپنا	Contained	Contained
Convey	منتقل کرنا	Conveyed	Conveyed
Cook	پکانا	Cooked	Cooked
Cover	ڈھکنا	Covered	Covered
Cross	پار کرنا	Crossed	Crossed
Cultivate	پیدا کرنا	Cultivated	Cultivated
Cut	کاٹنا	Cut	Cut

D

Damage	نقصان پہنچانا	Damaged	Damaged
Deceive	ٹھگنا	Deceived	Deceived
Decorate	سینگارنا	Decorated	Decorated
Deliver	حوالے کرنا، پہنچانا	Delivered	Delivered
Deposit	جمع کرانا	Deposited	Deposited
Destroy	تباہ کرنا	Destroyed	Destroyed
Dig	کھودنا	Dug	Dug
Direct	ہدایت کرنا	Directed	Directed
Disappoint	مایوس کرنا	Disappointed	Disappointed

Dismiss	برطرف کرڻ	Dismissed	Dismissed
Displease	ناراض کرڻ	Displeased	Displeased
Distribute	ورهائڻ	Distributed	Distributed
Do	کرڻ	Did	Done
Draw	چڪڻ	Drew	Drawn
Drink	پيئڻ	Drank	Drunk
Drive	هلائڻ	Drove	Driven
Dry	خشڪ کرڻ، سڪائڻ	Dried	Dried
Dust	مٽي صاف کرڻ	Dusted	Dusted

E

Eat	کائڻ	Ate	Eaten
Elect	چونڊڻ	Elected	Elected
Enjoy	لطف حاصل کرڻ	Enjoyed	Enjoyed
Entertain	تفريح ڏيڻ	Entertained	Entertained
Examine	چڪاس کرڻ	Examined	Examined
Expect	اميد کرڻ	Expected	Expected

F

Face	منهن ڏيڻ	Faced	Faced
Feed	کاڏو کارائڻ	Fed	Fed
Feel	محسوس کرڻ	Felt	Felt
Fetch	کٽي اچڻ	Fetched	Fetched
Fine	ڏنڊ وجهڻ	Fined	Fined
Finish	پورو کرڻ	Finished	Finished

Fire	گولي هڻڻ	Fired	Fired
Fly	اڏامڻ، اڏارڻ	Flew	Flown
Forget	وسارڻ	Forgot	Forgotten
Forgive	معافي ڏيڻ	Forgave	Forgiven
Fry	ترڻ	Fried	Fried
Fulfil	پورو ڪرڻ، پاڙڻ	Fulfilled	Fulfilled

G

Gain	حاصل ڪرڻ	Gained	Gained
Garland	هار وجهڻ	Garlanded	Garlanded
Gather	گڏ ڪرڻ	Gathered	Gathered
Get	حاصل ڪرڻ	Got	Got
Give	ڏيڻ	Gave	Given
Greet	ڪيڪارڻ	Greeted	Greeted
Grind	پيهڻ	Ground	Ground
Grow	وڌڻ	Grew	Grown
Guide	رهنمائي ڪرڻ	Guided	Guided

H

Harvest	لاباروڪرڻ	Harvested	Harvested
Hate	نفرت ڪرڻ	Hated	Hated
Hear	ٻڌڻ	Heard	Heard
Help	مدد ڪرڻ	Helped	Helped
Hire	ڪرائي تي وٺڻ	Hired	Hired
Hold	جهلڻ	Held	Held

Hunt	شکار کرنا	Hunted	Hunted

I

Import	درآمد کرنا	Imported	Imported
Impress	متاثر کرنا	Impressed	Impressed
Influence	اثر وجھنا	Influenced	Influenced
Inform	اطلاع ڈینا / کرنا	Informed	Informed
Inject	سئي ھٹنا	Injected	Injected
Injure	زخمي کرنا	Injured	Injured
Interest	دلچسپي ونٹا	Interested	Interested
Invent	ایجاد کرنا	Invented	Invented
Invite	دعوت ڈینا	Invited	Invited
Iron	استري کرنا	Ironed	Ironed
Issue	جاري کرنا	Issued	Issued

K

Keep	رکنا	Kept	Kept
Kick	ڈکھٹنا (پیر سان)	Kicked	Kicked
Kill	مارنا	Killed	Killed
Knit	اُٹنا	Knitted	Knitted
Knock	کڑکانٹا	Knocked	Knocked
Know	جاٹنا	Knew	Known

L

Land	(زمین تي) لھڑیا لاھنا	Landed	Landed
Laugh	کلنا	Laughed	Laughed

Lay down	قربان کرڻ	Laid down	Laid down
Learn	سکڻ	Learnt	Learnt
Leave	ڇڏڻ	Left	Left
Lend	اوڌر ڏيڻ	Lent	Lent
Level	سطح کي سڌو کرڻ	Levelled	Levelled
Light	روشن کرڻ	Lighted/ Lit	Lighted/ Lit
Like	پسند کرڻ	Liked	Liked
Listen	ٻڌڻ	Listened	Listened
Lock	تالو ڏيڻ	Locked	Locked
Look after	سنياالداري کرڻ	Looked after	Looked after
Lose	گم کرڻ، ضايع کرڻ	Lost	Lost
Loot	ڦرڻ	Looted	Looted
Love	پيار کرڻ	Loved	Loved

M

Make	ٺاهڻ	Made	Made
Mark	نشان لڳائڻ	Marked	Marked
Marry	شادي کرڻ	Married	Married
Meet	ملڻ	Met	Met
Milk	کير ڏهڻ	Milked	Milked

O

Obey	حڪم منڻ، فرمانبرداري کرڻ	Obeyed	Obeyed
Oblige	احسان کرڻ	Obliged	Obliged
Occupy	قبضو کرڻ	Occupied	Occupied

Offer	آفر کرنا	Offered	Offered
Open	کھولنا	Opened	Opened
Order	حکم کرنا	Ordered	Ordered

P

Pack	بند کرنا، پیک کرنا	Packed	Packed
Paint	رنگ کرنا	Painted	Painted
Pass	پاس ہونا/کرنا	Passed	Passed
Pay	ادا کرنا	Paid	Paid
Photograph	فوٹو کھینچنا، تصویر اتارنا	Photographed	Photographed
Pick	چننا، پکڑنا	Picked	Picked
Plan	منصوبہ بنانا	Planned	Planned
Plant	پودا لگانا	Planted	Planted
Play	کھیلنا	Played	Played
Please	خوش کرنا	Pleased	Pleased
Plough	ہل چلانا	Ploughed	Ploughed
Pluck	پکڑنا	Plucked	Plucked
Poison	زہر دینا	Poisoned	Poisoned
Polish	پالش کرنا	Polished	Polished
Post	ڈاک کرنا	Posted	Posted
Post pone	ملتوی کرنا	Postponed	Postponed
Practise	مشق کرنا	Practised	Practised
Praise	تعریف کرنا	Praised	Praised
Pray	نماز پڑھنا، دعا کرنا	Prayed	Prayed

Preach	تبلیغ کرنا	Preached	Preached
Prepare	تیار کرنا	Prepared	Prepared
Press	استری کرنا، زور دینا	Pressed	Pressed
Print	چاپنا	Printed	Printed
Prohibit	منع کرنا	Prohibited	Prohibited
Promise	واعدو کرنا	Promised	Promised
Publish	شایع کرنا	Published	Published
Pull	چکنا	Pulled	Pulled
Pump	ہوا پرنا	Pumped	Pumped
Punish	سزا دینا	Punished	Punished
Purchase	خرید کرنا	Purchased	Purchased
Put	رکنا	Put	Put

R

Read	پڑھنا	Read	Read
Receive	حاصل کرنا	Received	Received
Recite	پڑھنا، دوُر کرنا	Recited	Recited
Recognize	سجاننا	Recognized	Recognized
Recommend	سفارش کرنا	Recommended	Recommended
Refuse	انکار کرنا	Refused	Refused
Reject	رد کرنا	Rejected	Rejected
Rejoice	خوش کرنا/تیںا	Rejoiced	Rejoiced
Remember	یاد کرنا	Remembered	Remembered
Remind	یاد دیارنا	Reminded	Reminded

Remit	معاف کرڈ	Remitted	Remitted
Rent	کرائي تي وڻڻ يا ڏيڻ	Rented	Rented
Repair	مرمت کرڻ	Repaired	Repaired
Repeat	دهرائڻ	Repeated	Repeated
Reply	جواب ڏيڻ	Replied	Replied
Request	عرض کرڻ	Requested	Requested
Respect	عزت کرڻ	Respected	Respected
Revise	وري جاچڻ	Revised	Revised
Reward	انعام ڏيڻ	Rewarded	Rewarded
Ride	سواري کرڻ	Rode	Ridden
Ring	وڄائڻ	Rang	Rung
Roast	کباب کرڻ	Roasted	Roasted
Row	ٻيڑي هلائڻ	Rowed	Rowed

S

Save	بچائڻ	Saved	Saved
Say	چوڻ	Said	Said
Score	حساب رکڻ	Scored	Scored
Search	تلاش کرڻ	Searched	Searched
See	ڏسڻ	Saw	Seen
Select	چونڊڻ	Selected	Selected
Sell	وکڻڻ	Sold	Sold
Send	موکلڻ	Sent	Sent
Sew	سبڻ	Sewed	Sewed/Sewn

Sharpen	تیز کرنا	Sharpened	Sharpened
Show	ڈیکارنا	Showed	Showed/ Shown
Shut	بند کرنا	Shut	Shut
Sing	گانا	Sang	Sung
Smell	سنگھنا	Smelt	Smelt
Slaughter	ذبح کرنا/ قتل کرنا	Slaughtered	Slaughtered
Slay	قتل کرنا، کھنا	Slew	Slain
Solve	حل کرنا	Solved	Solved
Sow	بوکنا	Sowed	Sowed
Speak	گالھانا	Spoke	Spoken
Spray	تھوھارو کرنا	Sprayed	Sprayed
Stand	بیھنا	Stood	Stood
Steel	چوري کرنا	Stole	Stolen
Stop	بیھنا	Stopped	Stopped
Store	ذخیرو کرنا	Stored	Stored
Support	مدد کرنا، حمایت کرنا	Supported	Supported
Surprise	حیران کرنا	Surprised	Surprised
Sweep	بھاري ڈینا	Swept	Swept

T

Take	ونا	Took	Taken
Take out	باھر کڈنا	Took out	Taken out
Taste	چکنا	Tasted	Tasted
Teach	سیکارنا	Taught	Taught

Tease	تنگ کرنا	Teased	Teased
Tell	بتانا	Told	Told
Test	چکاس کرنا	Tested	Tested
Thank	شکریہ ادا کرنا	Thanked	Thanked
Throw	اچلانا	Threw	Thrown
Torture	ایذاء پہچانا	Tortured	Tortured
Trace	خاکہ کھینچنا	Traced	Traced
Transfer	بدلي کرنا	Transferred	Transferred

U

Urge	زور رکنا، زور دینا	Urged	Urged
Use	استعمال کرنا	Used	Used
Unchain	آزاد کرنا، زنجیر لاھنا	Unchained	Unchained

V

Vacate	خالي کرنا	Vacated	Vacated
Violate	بي حرمتي کرنا	Violated	Violated
Visit	سیر کرنا	Visited	Visited

W

Walk	گھمنا	Walked	Walked
Want	چاھنا	Wanted	Wanted
Warn	خبردار کرنا	Warned	Warned
Wash	دھونا	Washed	Washed
Waste	ضایع کرنا	Wasted	Wasted
Water	پاٹي دینا	Watered	Watered

ACTIVE AND PASSIVE VOICE WITH TITANIC POINTS

Watch	ڈسٹ	Watched	Watched
Wave	لہرائٹ	Waved	Waved
Wear	پائٹ	Wore	Worn
Weave	اُٹٹ	Wove	Woven
White Wash	پوچي ڈیٹ	White Washed	White Washed
Win	کٹٹ	Won	Won
Wind	چابي ڈیٹ	Wound	Wound
Wound	زخمي کرٹ	Wounded	Wounded
Write	لکٹ	Wrote	Written

Coming Soon

III-Direct & Indirect Narration

CLUSTER

I-36 Tenses
II-Active & Passive Voice

No man can fight his way to the top and stay at the top without exercising the fullest measure of grit, courage, determination and resolution. Every man who gets anywhere does so because he has first firmly resolved to progress in the world and then has enough stick-to-itveness to transform his resolution into reality. Without resolution no man can with any worthwhile place among his fellow men.

Education is not to teach man facts, theories or laws, not to reform or amuse them or make them expert technicians. It is to unsettle their minds, widen their horizons, inflame their intellect, teach them to think straight, if possible, but to think Nevertheless.

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